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285/43

The Bombay Stationery and Printing Manual

FIRST EDITION

Volume I

2/39

BOMBAY
PRINTED AT THE GOVERNMENT CENTRAL PRESS
1943

PREFACE.

This Manual is intended primarily to define the scope of the functions executed by the Office of the Superintendent, Government Printing and Stationery, Bombay, and accordingly embodies mainly such orders as are connected therewith. Matters not dealt with in this Manual will be governed by the relevant rules in the several Departmental Publications concerned.

2. For the sake of convenience, the Manual is printed in two Volumes—Volume No. I contains the orders and the procedure on the various subjects dealt with by the Stationery Office, Bombay, and Appendices concerning the subjects. It also contains several standing orders of Government of general importance.

All standing orders of Government in respect of the supply of standard forms and envelopes, printing of departmental special forms and other work etc., with the procedure followed, are also included in this Volume. The sale of Government Books and Publications, dealt with by the Government Book Depot (Publication Branch) is also included.

3. Volume II contains the detailed working of the Stationery Office in all its branches and is mainly intended for the guidance of the staff of the Stationery Office.

4. Every indenting officer of Government is expected to have a general knowledge of the orders and the procedure pertaining to each subject contained in this Manual and of the forms relative thereto.

5. The Manual embodies the orders of Government up to the end of December 1941. Any errors or omissions that may be noticed in this Manual, should, it is requested, be brought to the notice of the Superintendent, Government Printing and Stationery, Bombay.

6. The necessity for a Stationery Office Manual has been long felt and although efforts were made previously to compile such a Manual, they did not materialise. An earnest move

was therefore made in this direction and with the sanction of Government (conveyed in Government Resolution, General Department, No. 3968/33, dated 3rd January 1941), the services of Mr. W. M. Bodas, retired Chief Storekeeper of this Department were requisitioned. Mr. Bodas with his long service in this office has a thorough knowledge of its working and has for over a year put in much hard work in order to compile the detailed information and relative orders of Government issued from time to time.

J. A. NEALE,
Superintendent,
Government Printing and Stationery,
Bombay.

Bombay, 1st March 1942.

THE BOMBAY STATIONERY AND PRINTING MANUAL

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STATIONERY OFFICE OF THE GOVERNMENT OF BOMBAY

CHAPTER I.

A Short History of the Office.

1. A small Stationery Office was first started some time in 1834 and was located in the Secretariat Building. It was then managed by one Warehouseman under the control and supervision of the Secretary to Government. The departmental work gradually increased and additional establishment was sanctioned in the year 1846 and from time to time thereafter.

2. In 1866 the supply of stationery to officers of the Central Provinces was entrusted to this office. In 1869 officers in Berar and officers of the Public Works Department in the Presidency were authorised to obtain their requirements of stationery from this office, resulting in the increase in the establishment and in the revision of its pay. In the year 1888 the distribution of English freight case parcels containing small articles of stores and Military Publications sent out by the Director General of Stores, India Office, London, was entrusted to this office and in 1890 a more responsible post of an Assistant Superintendent of Stationery on Rs. 350 per mensem was created to carry on the daily increasing office routine work and the establishment also was supplemented. Till then the charge of the office was held by an Head Clerk on Rs. 100 per mensem. In 1901 the supply of drawing materials, rubber stamps and accessories, articles of thumb impression, etc., to all officers in the Presidency was added and the establishment was again increased to cope with the work and its pay also was revised. In the year 1904, the supply of stationery to officers of the Central Provinces and Berar from this offic ceased. In 1908 the post of the Assistant Superintendent on Rs. 350 per mensem was abolished and the management of the department was transferred to the Assistant Superintendent of Stamps under the control of the Collector of Bombay, with an allowance of Rs. 200 per mensem with a net saving of Rs. 1,800 a year in the cost of the establishment. In the year 1918 Government sanctioned permanently the direct supply from the Stationery Office of stationery articles required by officers of the Revenue Department in the Presidency proper and added the necessary establishment. The distribution of the American Publ cations received through the Exchange Service of the Smithsonian Institution, U. S. A., Washington, D. C., to all individuals and institutions in India and Burma was entrusted to this office in the year 1920. The number of packets received in each consignment of about six to eight cases almost every month varied from 600 to 1,000 and the whole work of disposal involved great labour and time on the part of this office.

3. In the year 1912, *vide* Government Resolution, General Department, No. 6482, dated 30th September 1912, Government of Bombay appointed a Committee to draw up a scheme which would indicate the exact nature and scope of the long-felt requirements of a new Government Press to be built in Bombay as per orders contained in Government Resolution, General Department, No. 2658, dated 25th April 1912. One of the several decisions arrived at by the Committee and sanctioned by Government was the creation of a new post of the Superintendent, Government Printing, with the abolition of the existing post of the Superintendent, Government Central Press, Bombay, to exercise control over the Government Presses and also to control the arrangements for the purchase and supply of paper, etc., to them.

4. In the event of the work of this new appointment resulting in a considerable economy and efficiency, the Committee of 1912 had also recommended that this officer should possibly take charge of the Stationery Office as with his expert knowledge he might be able to effect savings in the supply of stationery articles also. Effect was given to this recommendation in 1921, *vide* Government Order, General Department, No. 6314, dated 21st May 1921, and the control of the Stationery Office was transferred to the Superintendent, Government Printing, altering his designation as Superintendent, Government Printing and Stationery. The combined post of the Assistant Superintendent of Stamps and Stationery carrying pay from Rs. 600—40—800 was reduced to Rs. 600—30—750 per mensem and designated as Assistant Superintendent of Stamps, and a new post of Assistant Superintendent of Stationery on Rs. 250—10—300 was created to assist the Superintendent, Government Printing and Stationery.

5. After taking over charge of the Stationery Office in the year 1921, the Superintendent, Government Printing and Stationery, with the able help of his Assistant, made a survey of the entire work of the Stationery Department and came to the conclusion that it was impossible for him to supervise the supply of stationery properly in Bombay with his Headquarters at Poona and suggested that all the clerical work of the Stationery Office should be transferred to Poona, only the Stores Section remaining in Bombay. A scheme was drawn up and submitted to Government thereby effecting a recurring saving of Rs. 7,300 due to the proposed reduction of the office establishment by about five clerks and two peons. The scheme was finally sanctioned by Government, *vide* Government Resolution, General Department, No. 2332, dated 10th May 1922. Having thus the whole clerical staff under his direct control and supervision, it was possible for him and his Assistant to give personal attention to all demands for stationery articles received from officers. A closer check of the demands was therefore started and where the scales of supplies were considered exhorbitant, they were reduced and quantities sufficient only for the yearly office requirements were allowed. This sort of scrutiny and check over the demands resulted in a considerable saving in expenditure. While

examining working of the department further in detail, it was noticed that in addition to the articles stocked and supplied by the Stationery Office, officers were purchasing a large number of other articles locally and paying higher rates for them from their contract grants, and certain officers were even authorised to purchase their requirements of stationery locally instead of obtaining same from the Stationery Office. Purchases of articles made locally by officers were naturally in small quantities of varying quality and at comparatively high prices. All these irregularities were brought to the notice of Government, who, in their Resolutions, General Department, Nos. 2367, dated 26th July 1922, and 4th April 1923, ordered that no officer should purchase locally direct any articles of stationery which are stocked and supplied by the Stationery Office, without the specific sanction of Government and without the request being supported by the Superintendent, Government Printing and Stationery. In view of these orders, lists of all requirements of stationery with samples were obtained from all departments of Government. On carefully examining the several kinds of articles required by indenting officers, items in general demand were selected and standardized and included in the Stationery Office Annual Indent Form, resulting in the increase of items of stationery from 61 to 158. To this list, a few more items of common requirements were also added from time to time and the number of items included in the indent form is now 231.

6. In order to secure an even flow of work, different months were fixed for different departments for the submission and compliance of indents. This has resulted in a smooth working and has enabled the Superintendent's Office to undertake a large amount of additional work without additional establishment. With a view to minimise the clerical labour, certain forms of indents, advice notes, etc., were revised in the first instance as an experimental measure with the approval of the Audit Officer and were finally sanctioned by him as a permanent measure when the procedure adopted was found to give better results with regard to both time and labour.

7. Although a careful scrutiny over the demands of stationery and forms was exercised by the Stationery Office, it was considered desirable to have certain basis of a permanent nature for guidance and with this idea, the system of preparing model indents for stationery and forms based on the actual consumption of past three supply years was introduced and brought into force (*vide* Government Resolution, General Department, Nos. 1538, dated 11th September 1922, 14th February 1923 and No. 2367, dated 4th April 1923), during the course of the year 1922–23. The model indents for stationery and forms thus prepared, revised and approved from time to time according to occasional needs, are recorded by the Stationery Office to guide as a basis for passing annual indents and this has effected a considerable saving in the expenditure on stationery and forms.

8. In the year 1924 the supply of stationery, drawing materials, mathematical instruments, etc., to all officers of the Central Government,

located in this Presidency and at other places in India was transferred from the Bombay Stationery Office to the Central Stationery Office, Calcutta, but in the same year the supply of stationery to all subordinate officers of the Police Department in this Presidency and to those of the Lloyd Barrage in Sind was added to this office.

9. A mechanical workshop for repairing typewriters, duplicators, etc., which was previously executed by local firms and agents in Bombay opened up in the year 1922 as an experimental measure, was found to result in large savings to Government and it was permanently revised and sanctioned by Government with effect from 1st April 1925. (*Vide* Government Resolution, General Department, No. 3840, dated 7th April 1925.)

10. When the control of the Stationery Office was transferred to the Printing Department in 1921, the Superintendent brought to the notice of Government the very unsatisfactory arrangement of stores owing to inadequate accommodation in the basement of the Town Hall where the Stationery Office was transferred from the Secretariat Building some time in the year 1880. The present Stationery Office and Stores which was originally built by the Development Department as a store for tools and plants was duly altered according to the requirements of the Stationery Office and was handed over to this department in 1925 and suitable iron racks, etc., were provided. It was the acquisition of this building which was mainly responsible for the re-transfer of the Superintendent's Office from Poona to Bombay and also for the new Government Central Press being built side by side, with the result that the Printing and Publication Branches were both accommodated in the same building.

11. The allotment of the present building for the Stationery Office in the year 1925 has enabled that office to arrange all stores systematically which has resulted in the reduction of establishment of packers and lascars, and consequently the office has been able to undertake a large amount of additional work without extra clerical assistance. The discontinuance of the Hammallage contract and the introduction of a motor transport lorry for carrying goods and consignments to and from the railway stations both for the Stationery Office and the Government Central Press has not only resulted in a recurring saving to Government but has effected a quicker disposal and removal of Government supplies and stores at both ends. Owing to the enormous increase of work, the pays of the office establishment were revised by this time.

12. With a view to effect some saving in the cost of charges paid by officers to local tailors for cutting, sewing and stitching the uniforms of their office peons and petty officers, the Superintendent, Government Printing and Stationery, submitted a proposal to Government to entrust this work to a firm of tailors every year, after calling for quotations for

cutting and stitching the suits. Government considered the proposal to be both economical and convenient in all its aspects and sanctioned the scheme by which several firms of local tailors in Bombay are annually asked by the Superintendent to quote their rates for cutting and stitching for (*a*) woollen coats for Amaldars, (*b*) woollen coats for peons and (*c*) suits of white drill. The rates received are first examined by the Superintendent carefully and are submitted to Government for final orders with necessary recommendations. Government notify the name of the firm selected and the rate per uniform authorised by them. Officers in the City of Bombay or even in the mofussil as may desire to avail themselves of the facility of the reduced rates may arrange in consultation with the Superintendent, Government Printing and Stationery, for the tailoring of the uniforms in Bombay. (*Vide* Government Resolution, Finance Department, No. 393, dated 9th September 1930.)

13. With a view to suit the climatic condition of each district in the Province of Bombay, it was decided on the proposal submitted by the Superintendent, Government Printing and Stationery, that woollen clothing should be supplied every four years and cotton clothing every two years, without incurring any additional expense, the savings thus effected in the cost of woollen clothing being utilised to meet the cost of cotton clothing. (*Vide* Government Resolution, Finance Department, No. 1171, dated 17th February 1925.)

14. In addition to the work already performed by the Stationery Office when it was transferred to the control of the Superintendent, Government Printing, the supply of the following articles was subsequently undertaken by the Superintendent's Office during the years mentioned, without any additional establishment :—

	Year.
(1) Woollens to all peons and amaldars of the Revenue and Judicial Departments in the Province of Bombay.	1921
(2) Supply of Brass Badges to peons	1925
(3) Supply of Bicycles	1926
(4) Supply of safes, despatch and cash boxes and typewriter accessories.	1926
(5) Supply of clocks and Time Pieces	1928
(6) Supply of Bicycle accessories	1929
(7) Supply of Umbrellas and Kamblis	1930
(8) Supply of all other articles of peons' liveries ..	1930
(9) Manufacture and supply of rubber stamps ..	1931

	Year.
(10) Supply of drawing materials to officers of the Public Works Department.	1930
(11) Supply of Brass and Iron Scales and Weights ..	1938
(12) Supply of Electric Bulbs of various description to officers of Government and for the Bombay Group of Hospitals.	1940

Besides this, the undermentioned officers of Government were ordered to obtain their supplies of stationery, etc. from this office from time to time as noted below :—

(*a*) Officers attached to Public Conveyance Fund (Police Department).	1926
(*b*) Section-writers in the District Courts	1927
(*c*) Section-writers in the Subordinate Courts ..	1930
(*d*) Staff entertained for the working of the Weights and Measures Act.	1935
(*e*) Educational Officers under the Bombay Primary Education (Amendment) Act.	1938
(*f*) Sub-Auditors of the Co-operative Societies ..	1938
(*g*) Educational Officers entertained for the Bombay School Leaving Certificates Examination.	1938
(*h*) Officers of the Bombay Prohibition Department ..	1938
(*i*) Officers of the Rural Development	1938
(*j*) Officers entertained in connection with the new system of Basic Education.	1939
(*k*) Officers attached to the Provincial Board on Adult Education.	1939
(*l*) Assistant Rural Development Inspectors ..	1941

15. Previously rubber stamps required for use of the Government officers in the Province were obtained locally on contract by the Superintendent of Stationery. In the year 1917 the manufacture of rubber stamps was undertaken by the Manager, Government Central Press, Bombay, and they were supplied by him direct to indenting officers. This arrangement continued till the year 1932 when with a view to save the packing and transit charges incurred by the Government Central Press, the Superintendent, Government Printing and Stationery, Bombay, proposed that the manufacture of the rubber

stamps should continue in accordance with the arrangement in force, but that they should be supplied from the Office of the Superintendent along with other stationery stores. In order to further eliminate to some extent the expenditure made on this item, it was proposed that rubber stamps of a common nature and largely in demand according to each departmental requirements should be standardized as far as possible and a small stock of the same maintained at the Stationery Office for complying with indents. Model indents were therefore ordered to be prepared and submitted to the Stationery Office for scrutiny and for transmission to Government for final approval. The transfer of this work to the Stationery Office has not only resulted in standardizing a large number of rubber stamps, but has reduced the expenditure incurred on packing and forwarding. The clerk entertained on this account at the Government Central Press was transferred to the Office of the Superintendent, Government Printing and Stationery, to attend to and supervise all work in connection therewith. (*Vide* Government Resolution, General Department, No. 7504 dated 16th November 1931.)

16. To this may be added the supply of metal seals required by officers of the Revenue Department for stamping Revenue documents as well as those used by other officers of Government for sealing confidential packets etc. sanctioned by Government. (*Vide* Government Resolution, Revenue Department, No. 9159, dated 18th November 1890.)

17. Prior to the year 1936, all officers of Government located in the Province of Sind were supplied with stationery, typewriters, drawing materials, and standard and destandardized forms from the Stationery Office, Bombay, and the Yeravda Prison Press, respectively, in a manner similar to that already existing in the Province of Bombay. Owing to the enactment of the Government of India Act of 1935 and consequent provincialization of Sind as a separate Province with effect from 1st April 1936, the Special Sind Separation Officer had decided that the existing arrangement with regard to the supply of stationery and forms to the officers in Sind should continue and the Chief Secretary to the Government of Sind, in his letter No. 509-G-B, dated 16th May 1936, had agreed to this proposal. He directed that the present arrangements under which indenting officers in Sind place their indents for stationery articles and standard forms with the Superintendent, Government Printing and Stationery, Bombay, should continue for the current year, i.e. for the year 1936–37, and desired that their requirements should be complied with according to the model indents filed on the record of the Bombay Stationery Office, the cost of such supplies being adjusted by raising debits through the exchange accounts of the Accountant General, Bombay, with the Comptroller of Sind, furnishing the Accountant General, Bombay, with the vouchers accepted by the indenting officers in Sind. With the commencement of the year 1937–38, the Sind Government made its own arrangements for the supply of stationery articles to all officers in Sind through the Manager, Government Press, Karachi, but the supply of all standard forms was continued

to be obtained *on payment* from the Yeravda Prison Press. The latter arrangement is ordered to continue until the end of March 1943 (*vide* Sind Government's letter No. 128 G. A. (*c*) 38, dated 6th September 1940) with the changed procedure that all indents for forms should be forwarded to the Yeravda Prison Press through the Superintendent, Government Printing and Stationery, Sind, and not through the Superintendent, Government Printing and Stationery, Bombay.

18. With regard to the supply of official publications of the Government of Bombay to the Sind Government and its officers, the Government of Bombay in their General Department, Circular Memorandum No. 1614/33 of September 1936, have directed that Administration Reports and other official publications of a periodical nature issued by the Government of Bombay after the separation of Sind which relate to a period during which Sind was a part of the Bombay Presidency and in which Sind is interested in any way, should as a rule be supplied to the departments and officers of the Government of Sind *free of charge*.

19. Subject to the orders in paragraph 17 above, all official publications of the Bombay Government should as a rule be supplied in future to the departments and officers of the Sind Government on payment only, unless the supply is on an exchange basis or a free supply is authorised by the Administrative Department concerned for special reasons.

20. Owing to the discontinuance of the supply of stationery articles to the officers in Sind from April 1937, and the consequent possible reduction of work in the Stationery Office, Bombay, the question of making a corresponding reduction in the staff of the Stationery Office, Bombay, came up for consideration. This question was very carefully examined by the Superintendent, Government Printing and Stationery, personally and reported to Government, *vide* his letter No. A.B. 2816, dated 27th October 1936, that no reduction in the establishment of the Stationery Office, Bombay, was possible for several reasons cited below :—

1. The number of officers in Sind served by the Bombay Stationery Office was inconsiderable.

2. Addition of several new offices created since the introduction of Weights and Measures Act, the Marketing, the Rural Development and such other schemes.

3. Though several additional items of works were transferred to the Stationery Office since its taking over this office in 1921, there was no increase in the establishment.

4. The additional work has only been managed by working overtime with the hope that matters would come to a normal condition in course of time, but so far these expectations have not been realised, and even now additional work of supply of stationery to Government Pleaders and Sub-Government Pleaders and to several other new officers is being entrusted to the Stationery Office without any additional establishment.

21. Government have, on more than one occasion, appointed Accounts Officers to report on the possibility of effecting a reduction of expenditure on the purchase of stationery and its supply to indenting officers and the minor suggestions and proposals made by them have been and are being carried out by this office.

22. Waste in the use of stationery articles can only be eliminated with the co-operation of the officers of all departments. No check can be so effective as the internal check of the indenting officer. A small saving in every individual indent may effect a considerable saving in the consolidated accounts of a department.

23. The total number of stationery and other indents annually received and complied with in respect of several groups of articles stocked and supplied as well as the heavy work executed by this office in connection therewith is given as under :—

		Indents to contain Items.
1,800	Annual indents for stationery from officers entitled to a free supply.	231
300	Annual indents for stationery from officers who pay the cost.	231
120	Annual indents for drawing materials	400
300	Annual indents for peons' clothing	16
100	Indents for bicycle accessories	100
60	Indents for table cloth	2
600	Indents for rubber stamps	..
2,000	Indents (Supplementary) for stationery ..	One or more items.
200	Indents for bicycles, clocks, time-pieces, safes, cash and despatch boxes.	
1,700	Annual indents for standard and destandardized forms (only scrutinized before being forwarded for compliance to the Manager, Yeravda Prison Press).	
300	Supplementary indents for standard and destandardized forms (only scrutinized before being forwarded for compliance to the Manager, Yeravda Prison Press).	
300	Annual indents for standard and destandardized forms (only scrutinized before being forwarded for compliance to the Manager, Yeravda Prison Press) from officers who pay the cost.	

700 Bills from private Presses for work done for Government and quasi-Government bodies (checking and passing for payment).

800 Bills for supplies of stationery, paper, etc., passed and paid during one year.

300 Bills for petty supplies and for petty expenditure passed and paid from the contract contingency during one year.

1,000 Bills for expenditure made from the permanent advance.

300 Annual indents for stationery consisting of 231 items each, valued at the current issue rates for preparing invoices and bills in duplicate for supplies made to chargeable officers.

Preparing of Invoices for expenditure on postage, etc., incurred in connection with the disposal of Freight Case parcels and packets and American publications.

Valuation (annually) of the balance sheet of stationery and other articles available in stock at the close of each year.

Valuation of the total issues of stationery and other articles made during one year.

24. Besides the above, all preliminary work in connection with the calling of annual tenders for all kinds of supplies and all other incidental work in connection therewith has to be executed by this office in accordance with the procedure laid down by Government.

CHAPTER II.

General Powers and Duties.

25. *Function.*—The office of the Superintendent, Government Printing and Stationery, Bombay, is the agency for the supply of all articles of stationery required for the use of the officers of Government in the Province of Bombay and the jurisdiction of the Superintendent, Government Printing and Stationery, extends over the whole Province.

26. *Location.*—The office is located in the City of Bombay in a spacious building near the Charni Road Station of the B. B. & C. I. Railway and is under the administrative control of the Superintendent, Government Printing and Stationery.

27. *Duties.*—The general office routine work of the department is managed by an Assistant Superintendent who attends to all ordinary matters regarding stocks, accounts, correspondence, etc., and the Superintendent, who supervises all important work of the office and stores, is held personally responsible to Government. The Assistant Superintendent attends to passing of indents for compliance for all classes of stationery and other articles, not exceeding, except under special circumstances, the quantities fixed for each office in the sanctioned model indent.

28. *Power of purchase.*—The Superintendent, Government Printing and Stationery, is the adviser to the Government of Bombay in all matters connected with stationery, printing and publication branches. Except where specially provided by the rule, no purchases of stationery, typewriters, duplicators, etc., can be made except through him or on his advice. He is responsible for seeing that the stores are properly stocked, that the stores are of good quality and according to the approved samples and that indents submitted in accordance with the rules in force are promptly and carefully attended to. He will deal with any serious breach of instances of neglecting the rules and in more serious cases will refer the question for the orders of the Provincial Government.

29. *Method of supply.*—Supplies of stationery in general are made by the Stationery Office to each individual officer on a quantitative basis fixed on the average consumption of past three supply years irrespective of any fluctuations in prices.

30. *Printing work at Government Presses.*—The Superintendent, Government Printing and Stationery, controls the purchase of paper and other requisites required by the three Government Presses in the Province of Bombay, viz.:—(1) the Government Central Press, Bombay, (2) the Yeravda Prison Press, Yeravda, and (3) the Government Photozinco Press, Poona, and exercises a thorough check on the

printing work executed by these presses and is the Administrative Officer of the Printing Department in all respects.

31. *Book Depôt (Publication Branch).*—The Superintendent, Government Printing and Stationery, is also in the administrative charge of the Government Book Depôt (Publication Branch of the Government of Bombay) which is now located in the premises of the Stationery Office building. Periodicals, books, Government Gazettes, Indian Law Reports and all Government publications are stocked for sale in this Branch which is also an agency for procuring supplies of newspapers and other periodicals as well as for making supplies of books, etc., to the High Commissioner for India, London, and for public officers under the Government of Bombay.

32. *Free supplies to officers.*—Supplies of stationery, etc., shall, as a rule, be made by the Stationery Office, free of charge. All officers under the Government of Bombay entitled to a free supply should annually obtain their supplies of stationery from the Stationery Office. Lists of such articles as are stocked and supplied by the Stationery Office and a list of officers entitled to a free supply are printed in separate appendices to this Manual. Supplies of stationery to officers other than those mentioned in the list shall only be made from the Stationery Office on receipt of the specific sanction of the Government of Bombay.

33. *Supplies on payment.*—Supplies of stationery, etc., are also made by the Stationery Office under specific orders of Government on payment to certain officers every year. A list of such officers will be found printed in Appendix IV to this Manual.

34. *Local purchase of stationery.*—The system of local purchase of stationery stores departmentally by officers was discontinued under orders of Government (*vide* Government Resolution, General Department, No. 2367, dated 4th April 1923). The officers, however, are allowed to arrange for the local purchase direct departmentally of certain articles of petty supply not usually stocked by the Stationery Office, such as matches, oils, brooms, tin pots, buckets, candles, candle-stands, lanterns, etc., and pay the cost from their office contingent grants. A list of such petty supply articles can be seen printed on page 108, Appendix IV, in the 1st Edition of the Financial Publication No. IX of the Government of Bombay. This list is reproduced in this Manual under Appendix X for ready reference.

35. *Classes of articles stocked and supplied.*—The Appendices VI to IX to this Manual contain a complete list of articles stocked and supplied from the Provincial Stationery Office of the Government of Bombay. Articles of a special nature are intended for supply to certain specific departments of Government and the names of such departments and officers are mentioned in Appendix IX against the articles concerned.

36. *Closing of Stores for annual stock-taking.*—The issues of stores by the stationery office are temporarily suspended every year from 1st of April to 20th of April for annual stock-taking. Indents received after 20th March shall not ordinarily be complied with until the Stores are re-opened for regular issues and unless they are of an urgent or exceptional nature. In this case indents will be complied with, so far as practicable, without causing any inconvenience to the stock-taking work.

37. *Purchase of supplies.*—Articles of stationery, etc., supplied from the stationery office are purchased by the Superintendent, Government Printing and Stationery, either in India or obtained on indent from the Director-General, India Stores Department, London, as is found to be most economical. Such purchases are governed by the rules issued by the Government of Bombay (*vide* Government Resolution, General Department, No. 8470, dated 21st October 1936, reproduced in this Manual under Appendix No. I).

38. *Tenders for paper and miscellaneous articles of Stationery.*—Separate tenders for papers—both writing and printing—required by the Stationery Office as well as the Government Presses in the Province and for articles of stationery, drawing materials, kamblis and umbrellas textiles etc., for a quantity based on the average issues of the preceding three years *plus* three months' stock less balances in hand at the time of the tenders are invited by the Superintendent, Government Printing and Stationery, every year, in the month of November with wide publicity by advertising in the approved and important local and mofussil papers. On opening the tenders, all samples submitted are arranged in order for the purpose of comparison in respect of qualities and prices and the selection is made mostly on the suitability of the article for the purpose for which it is intended and on the prices quoted in the tenders. Recommendations are then made to Government, in accordance with the rules and financial limits laid down by Government in their orders issued from time to time, for final decision and sanction. Government in their General Department Memorandum No. P. 212/8064-C, dated 13th May 1940, have issued instructions in this respect and these are reproduced below :—

(1) The Superintendent should, before making recommendation to Government for the purchase of *any* article of stationery, drawing, etc., required during the year, invite in time tenders for the article or articles in question by advertisement in the papers approved by Government, viz. :—

(1) The *Times of India*, Bombay.
(2) The *Statesman*, Calcutta.
(3) The *Dnyanprakash*. Poona.
(4) The *Jam-e-Jamshed*, Bombay.
(5) The *Bombay Chronicle*, Bombay.
(6) The *Hilal*, Bombay.
(7) The *Indian Trade Journal*, Calcutta.

The advertisement should be clear and complete, particularly in regard to the quality, specification and manufacture of the article. If, for any reason, the Superintendent does not consider it worthwhile to invite tender for any article by advertisement in the papers, he should obtain the previous sanction of Government for it.

(2) In the matter of selecting an article of stationery like ink, gum, oil, etc., which requires technical test, the Director of Industries, Bombay, should be consulted. The question of ascertaining the current market rate of an article of a given variety when the tendered rates of the article differ widely or to ascertain whether a particular article is of Indian manufacture and if not, whether a suitable article of Indian Manufacture can be obtained from any source or in similar other matters, the advice of the Director of Industries may be necessary. Before, therefore, making his recommendations to Government for the purchase of any such articles, the Superintendent should obtain the advice of the Director of Industries and furnish a copy of his report to Government along with his proposals.

(3) The Superintendent should submit all his proposals for contracts *at least* one month before the orders are required. If, in any case, Government orders are required urgently, the reasons therefor should be given clearly.

(4) The Superintendent's proposals should be self-contained and clear, and should be accompanied by a notice published in the newspapers and a tabular statement which should contain the following information :—

(1) Serial No.

(2) Name of the article.

(3) Approximate annual consumption.

(4) Stock on hand.

(5) Approximate quantity required during the year.

(6) Name of the contractor and the rate of the contract sanctioned during the previous year.

(7) Names of tenderers for the article required and their rates.

(8) The name of the tenderer whose tender is recommended by the Superintendent.

(9) The reasons for the Superintendent's recommendation. In this connection the Superintendent should *inter alia* furnish the following information :—

(*a*) Whether the article of stationery and stores proposed to be purchased is manufactured in India or out of India.

(*b*) If the article is manufactured outside India, whether he has satisfied himself by proper enquiry that a similar article manufactured in India is not available.

(*c*) If the article is manufactured in India, whether it is hand-made or mill-made and in any case whether it has been manufactured in this Province or not.

(*d*) Whether the tenderers recommended are manufacturers themselves or are agents for the manufacturers or are mere commission agents.

39. *Purchase of Paper.*—Particular attention shall be paid to the purchase of paper which constitutes a large proportion of the issues from the Stores. Separate tenders for a quantity based on the probable annual requirements of the Government Presses and the stationery office, on the lines indicated above, for each class of paper, are widely advertised for information of the paper industrialists, importers and agents throughout India and efforts are always made to secure competitive prices for qualities sufficiently good for the purpose required. The contracts shall ordinarily be for a period of one year's supply. Short term contracts should, however, be made with the sanction of Government if the state of the market or circumstances prevailing render such a step desirable.

40. *Supply of typewriters, duplicators.*—Typewriters, rotary duplicators, adding and calculating machines are not, as a rule, kept in stock by the Stationery Office. When required they are purchased through the local representatives or Agents for direct supply to the officers concerned on receipt of the specific sanction of Government as required by the rules and orders issued from time to time and separately dealt with under the relative chapter in this Manual. Quotations for all such makes of typewriters, rotary duplicators, etc., on the approved list of Government are called for every year in the month of March from the representatives or agents and are forwarded to Government for approval, with the foregoing year's rates noted against them for comparison.

41. *Supply of clocks, time pieces, etc.*—As regards the purchase of clocks, time pieces, cash and despatch boxes, platform scales, cabinets, etc., catalogues and quotations are called for by the Superintendent, Government Printing and Stationery, every year, from the different manufacturers and dealers in India and specific patterns are selected with the approval of Government on the prices, durability and suitability of the articles. Clocks and time pieces are stocked by the Stationery office for supply on indents when required, but safes, cash and despatch boxes, cabinets, etc., are not stocked. They are ordered when required for a direct supply to the officer concerned with due attention to his requirements.

42. As a step to encourage the Indian Industry, clocks and small clocks of Indian manufacture obtainable at reasonable prices are now stocked by the Stationery Office, the latter as a substitute for imported time pieces, with the sanction of Government, and are supplied on indents to officers when required. As a rule, clocks are supplied to large offices and the small clocks are issued to small offices.

43. *Surprise check by the Director of Industries.*—For the purpose of ascertaining whether the quality of the articles in stock or those packed ready for issue agrees with the sealed samples on the basis of which tenders are accepted, Government have directed in paragraph 1 (*b*) of their Resolution, General Department, No. 7662, dated 30th April 1930, that in future the Director of Industries, Bombay, to whom the duplicates of the original approved samples should be sent by the Superintendent, Government Printing and Stationery, for custody, should carry out the work and should have a surprise check on the articles in stock at the Stationery Office on occasions other than the annual stock-taking and submit his report to Government in the matter as soon as the check is completed.

CHAPTER III.

ESTIMATES AND INDENTS.

44. *Forecast—Forecast of extraordinary demands by indenting officers.*—Indenting officers need not ordinarily send their estimates of annual requirements, but with a view to the accurate preparation of Home indents and for the placing of necessary contracts by the Superintendent, Government Printing and Stationery, the indenting officers should give him timely intimation of any anticipated extraordinary demand for articles both of European and Indian manufacture. Such intimation in the case of articles of European as well as Indian manufacture should reach the office of the Superintendent, Government Printing and Stationery, not later than the 31st July of the year, preceding the year in which the supply is required for use.

45. *Indents.*—Indents on the Stationery Office for supplies of stationery articles shall ordinarily be made only once a year.

46. *Time fixed for supply.*—The following table shows the months in which the different departments of Government should prepare and submit their indents to the Stationery Office for compliance :—

No.	Department.	Date of despatching indent forms by the Stationery Office.	Date of receipt of indents in the Stationery Office.	Probable date of supply by the Stationery Office.
1	Land Revenue ..	15th March ..	15th April ..	31st May.
2	Excise	15th May ..	15th June ..	31st July.
3	Stamps			
4	Forests			
5	Registration			
6	Agriculture			
7	Civil Works	15th June ..	15th July ..	31st August.
8	Education			
9	Medical	15th July ..	15th August ..	30th September.
10	Public Health			
11	Miscellaneous			
12	General Administration .			
13	Administration of Justice.	15th August ..	15th September	31st October.
14	Jails	15th September	15th October ..	30th November.
15	Sea-port Officers ..			
16	Printing and Stationery .			
17	Police	15th October ..	15th November.	31st January.

47. *Submission of indents on due dates.*—Indents should always be sent to the Stationery Office on due dates. The indenting officer will be held responsible for any inconvenience and delay that may result from the belated submission of indents.

48. *Forms of indent to be used by the indenting officers.*—Annual indents for stationery shall be prepared in form (Spl. Sty. No. 1) in Appendix XII. For indents containing fewer items form (Spl. Sty. No. 2) as printed in the appendix should be used. Forms of indent for the latter kind of supply, i.e. form Spl. Sty. No. 2, should be obtained by indenting officers from the Stationery Office as and when required. Indents for stationery articles need not be sent in duplicate.

49. *Care to be taken in the preparation of indents.*—Indenting officers shall see that utmost care is exercised in the preparation and checking of indents as it is only by exercising such care that supplementary indents can be avoided. Indenting officers should personally check demands of periodical articles such as items Nos. 181 to 231 in the annual indent form. Such articles should only be indented for when replacement is essential.

50. *Supply of unauthorised articles.*—No article shall be indented for, the supply of which to the indenting officer is not authorised. Every effort should be made to restrict indents for expensive articles to the minimum.

51. *Method of indenting articles not included in the indent form.*—Where an article which is stocked and supplied as included in the list printed in the Appendix IX but is not printed in the annual indent form, is indented for, it shall be described by the number and nomenclature assigned to it in the appendix and the unit according to which the demand is made (i.e. number, dozen, gross, etc.) shall be clearly stated. These precautions are necessary to secure that the precise article and quantity indented for are issued by the Stationery Office. Indents not fulfilling these conditions will be returned for revision and re-submission.

52. *Procedure of supplying stationery articles.*—Articles of stationery shall generally be supplied by the Stationery Office as under :—

(1) Quantity based on the average of three years' consumption.

(2) Quantity admissible as per fixed scale.

(3) Quantity to be supplied at stated periods.

Complete lists of articles classified under each of the above groups are printed as Appendices VI to VIII to this manual. When standard allowance has been fixed, nothing in excess of that allowance shall be indented for or passed by the Stationery Office.

The Superintendent, Government Printing and Stationery, shuld see that indents for articles supplied on the average consumption or on a fixed scale are not complied with as a matter of course. The supply should in each case be regulated on the basis of actual consumption, the fixed scale being adopted as the maximum admissible.

53. *Adoption of the prescribed scale—an extravagance.*—Generally speaking, consumption of articles does not depend upon the size of an office, but upon the nature of work carried on by each office. For instance, a High School having an establishment of twenty or more teachers will require a smaller quantity of paper, but proportionately will need a larger quantity of dusters, chalk sticks and such other articles, while a Deputy Educational Inspector having four to six clerks will require a large quantity of paper, tags, pins, etc. So also an Account Office consisting of many clerks will not require a large quantity of paper in comparison with a Mamlatdar's office consisting of a smaller establishment which will require a larger quantity of paper. It is, therefore, obvious that economy lies in the direction of scrutinizing indents taking into consideration the requirements of each office while the adoption of a scale would be an unnecessary extravagance.

54. *Supply of articles at stated periods.*—Articles issued for stated periods shall not be renewed until the expiry of the period prescribed for their use and even then shall be renewed only on a certificate signed by the indenting officer to the following effect:—

I hereby certify that the included in this indent is/are required to replace which was/were supplied in the year and that I have personally ascertained that the has/have been worn out by fair usage.

55. *How articles not consumed by use should be indented for.*—Appendix VII contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No first supply or renewal of any article shall be made without a full explanation of the necessity for the demand. Rubber rollers for finger-print apparatus and for flat cyclostyles and rotary duplicators will, however, be renewed on the unserviceable rubber rollers being returned to the stationery office for inspection in the first instance.

56. *Method of indenting for periodical articles damaged or destroyed.*—Before indenting for any article which has been lost, damaged or destroyed, a report of the facts shall be made by the clerk concerned to the head of the department whose duty it will be to investigate into the matter and fix the responsibility for the loss or damage, recover the value of the articles or write it off the accounts, as the case may be, and forward a copy of his order along with the indent to the Superintendent, Government Printing and Stationery, Bombay.

57. *Method of indenting for articles supplied on the basis of average consumption.*—In respect of articles for which no standard allowance has been fixed, indents shall ordinarily be based on the average of the actuals for the three supply years preceding that in which the indent is forwarded, and in the absence of explanation, no demand in excess of that figure shall be admitted by the Stationery Office; where there is

reason to anticipate extra demands on account of increase of work, due provision shall be made by indenting officers and full explanation furnished while transmitting the indents.

58. *Duty of the supplying office and the indenting officers in case of unusual expenditure.*—The Superintendent, Government Printing and Stationery, shall bring to the notice of Government any instances of excessive demands or unusual expenditure, which are not satisfactorily explained, when the attention of the officers concerned is drawn to the matter. Co-operation and constant vigilance on the part of the heads of departments and offices are essential to keep down all unnecessary expenditure on stationery, paper and printing and Government relies on all officers to pay special attention to this matter.

The Superintendent, Government Printing and Stationery, shall, in a few typical cases, compare every year, a few indents of similar offices, with a view to see that demands made by offices of the department coincide and where the claim of one office is excessive, whether there are reasons for such excessive demand as compared with similar offices in other localities.

59. *Marked variations in the demand for stationery articles should be explained.*—The actual stock on hand under each item on the date of indent should be shown in the column "Quantity actually in stock" provided for in the indent. Explanation of any marked variation in the quantity sanctioned in the model indent and that shown under "Quantity required" shall be given in the space below the *N.B.* in the indent form. In case the indent includes the requirements of subordinate offices, the balances shown under "Quantity actually in stock" should be the consolidated balances on a specified date of all the offices whose requirements are included in the indent.

60. *Sanctioned strength of the office should be shown on page 1 in the space provided in the indent form.*—The establishment to be entered in the indent under "Numerical strength, etc." shall represent the sanctioned scale under each class or grade of officers as shown in the annual establishment return submitted to the Accountant General. As these details are the only means of check in the hands of the Superintendent, Government Printing and Stationery, for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account be shown as accountants or vice versa; voucher clerks in offices of account may, however, be shown as accountants.

61. *Supply of balances due on indents.*—Every endeavour shall be made by the stationery office to supply during the particular year all articles indented for during that year. Balances of stationery, if any, which may not have been issued before the end of that year under circumstances beyond control, shall, as far as possible, be supplied

immediately in the beginning of the following year, instances of delay, etc., or emergency of the supply being reported by the indenting officers to the Superintendent, Government Printing and Stationery, for necessary action.

62. *Supplementary indents and how they should be sent.*—If, as required, annual indents are carefully framed, all expenditure on stationery can, except in rate instances, be foreseen. In the rare instances where supplementary indents are found necessary they should be prepared in form (Spl. Sty. No. 2). The officer making such an indent shall furnish full explanation of the necessity for it and of his failure to make proper provision in his annual indent. The Superintendent, Government Printing and Stationery, shall not comply with supplementary indents unless he is satisfied with the explanation furnished by the indenting officer. Where he is not satisfied, he shall request the indenting officer to obtain the sanction of Government.

63. *Supplementary indents for special articles.*—It shall be the duty of officers proposing to indent on the stationery office for any article, the first supply of which requires the sanction of superior authority, to apply for and obtain the necessary sanction in time to admit of the inclusion of the article in their annual indent and no supplementary indent shall be made for any such article unless authorised by the sanctioning authority for special reason which shall be recorded in the order of sanction.

64. *Maintenance and upkeep of stocks by the indenting officer.*—All officers entrusted with the supply of stationery and forms for their official use will take proper precautions to keep it in the custody of a responsible and trustworthy person, say, the head clerk or the store keeper who should maintain a register of receipts, issues and balances wherein he should record every month a certificate that the stationery and forms have been verified, inspected and kept in good order. Stocks should be verified annually by a Gazetted Officer or other responsible officer who should record a certificate of verification in the register over his signature. (*Vide* Government Resolution, Public Works Department, No. S. 63/14003, dated 4th July 1931.)

65. *Inclusion of articles other than proper stationery.*—It has been noticed that books, publications, standard and special forms, etc., are sometimes included in the indent for stationery articles sent to the stationery office for compliance. Books and publications are stocked and supplied by the Government Book Depot, while standard and special forms are supplied by the Manager, Yeravda Prison Press, and the Manager, Government Central Press, Bombay, respectively. Instructions for indenting for standard, destandardized and special forms are contained in Chapter XXIV. As the inclusion of such items in the stationery indent causes unnecessary correspondence, all indenting officers shall see that such items are not included in the stationery indent and that they are requisitioned separately in the manner required.

66. *Economy in the use of stationery, etc.*—Government have from time to time issued orders on the subject of exercising strict economy in the use of paper, stationery etc. Some of the important orders are reproduced below for the information of the indenting officers—

Government Resolution, General Department, No. 2701/33, dated 17th August 1939:—"The following suggestions were made respectively by the Special Officer, Finance Department, and the Superintendent, Government Printing and Stationery, Bombay:—

(1) Proper accounts should be kept of the receipts and issues of the stationery stores in every office and the issues made on regular requisitions checked by a responsible officer.

(2) The controlling officers while checking the accounts and stock of forms and stationery in accordance with the orders contained in paragraph 2 of the Government Resolution, No. 1367/33, dated 18th August 1938, should see in certain cases that the stocks available agree with the book balance and that they do not hold any stock in excess of their annual requirements.

All heads of departments and heads of offices are requested to comply rigidly with the suggestion made above and with the orders contained in paragraph 2 of Government Resolution, General Department, No. 1367/33, dated 18th August 1938.

67. *Paper and envelopes for demi-official correspondence.*—Under the orders issued in Government Resolution, General Department, No. 1185, dated 14th August 1930, the Superintendent, Government Printing and Stationery, is directed to see that indents for articles of superior kind of stationery for demi-official correspondence from subordinate officers mentioned below should not be complied with:—

List of subordinate officers.

1. Mamlatdars and Mahalkaris.
2. District Inspectors of Land Records.
3. Inspectors and Sub-Inspectors of Excise Department.
4. Divisional Forest Officers.
5. Executive Engineers.
6. Deputy Educational Inspectors.
7. Head Masters of High Schools.
8. Epidemic Medical Officers.
9. Inspectors of Weights and Measures.
10. Subordinate Judges.
11. Superintendents of Jails and Prisons.
12. Sub-Inspectors of Police.

68. *Instructions to be rigidly observed by all indenting officers.*—

1. The superior kind of badami paper should be used in place of the costly Cream Wove Paper for typewritten matters as well as for all routine correspondence.

2. When writing or typing, paper should be used on both sides.

3. Double sheets should not be used for official correspondence in cases where a single sheet will suffice.

4. Quarto size paper should invariably be used for ordinary small drafts and references instead of a single whole sheet.

5. In demanding typewritten or printed matter, care should be taken to restrict the demand to the number of copies absolutely necessary.

6. Economy slips should be used for envelopes as far as possible.

7. Waste of paper should be avoided by using sheets of paper fully.

8. Only quarter margin should be left for drafts and letters and not half margin.

9. The use of coloured and copying pencils, red ink powder, pins and paper clips, etc. should be reduced to utmost minimum.

69. Instructions of Government contained in the Finance Department Circular No. 3014/33, dated 13th March 1940, on contingent expenditure :—

(*a*) *Times of India Directory and Indian Year Book.*—All heads of offices are prohibited from purchasing these costly publications locally or on payment. They are to be supplied by the Superintendent, Government Printing and Stationery, to whom indent should be sent in proper time after obtaining sanction of Government if it has not already been given.

(*b*) *Use of paper, stationery, etc.*—Attention of all heads of offices is drawn to the instructions regarding economy in the use of stationery issued in Government Circular, General Department, No. 3303/33, dated 28th June 1939, and they should pay personal attention to enforcing these instructions. Owing to war, there is urgent need for economy in the use of paper and only the minimum number of spare copies of Government Resolutions, Orders, Circulars, etc., should be taken whenever copies are required to be circulated by Secretariat departments, heads of departments or other heads of offices.

70. *Government orders on economy.*—As great difficulty is experienced in regard to the supply of paper of various kinds, Government, in their Resolution, General Department, No. 3303/33, dated 12th December

1941, have issued orders and heads of departments and offices under them are requested to effect economy by following the instructions given below :—

(1) All notes (whether regular or routine) and all correspondence (both drafts and fair copies) as well as all cyclostyled papers should be written either in hand or in type on both sides of the paper.

(2) Notes for orders should be submitted on the communications themselves whenever possible.

(3) Notes should be as brief as possible, and space on note sheets can be saved by recording short notes in single line spacing.

(4) When a small or more or less routine note and a memorandum or letter or draft Government Resolution is to be typed or written, the note should be typed or written on one side of the page and the draft of the letter or memorandum or Government Resolution on the reverse.

(5) Drafts themselves should be kept as office copies, and carbon copies should only be made when the draft has been so extensively altered or is sufficiently important as to make it necessary to have a clean copy. In the case of endorsements, forwarding a single document, the endorsement, wherever space permits, should be typed on the document itself either at the end of the main text or on the reverse.

(6) Fair copies of letters should be typed in single line spacing on the smallest size of paper consistent with the volume of matter to be included. Short letters should never be typed on foolscap folio paper (i.e. $13\frac{1}{2}'' \times 8\frac{1}{2}''$).

(7) Foolscap quarto (i.e. $8\frac{1}{2}'' \times 6\frac{1}{4}''$) paper should be used as far as this can be done conveniently and the Superintendent, Government Printing and Stationery, Bombay, should supply this type of papers to the officers and Departments concerned.

(8) In typing fair copies of correspondence consisting of several communications, the copies should be typed, as far as possible, one below the other and not on a separate sheet.

(9) In demanding typewritten or printed matter, care should be taken that more copies than are absolutely necessary are not asked for.

(10) Waste of paper should be avoided by using sheets of paper fully and by curtailing voluminous accompaniments or by not sending them.

(11) For demi-official correspondence, suitable light weight paper should generally be used, and particular care should be taken that the despatcher realises that unnecessarily large or heavy envelopes are not used.

(12) In the case of small endorsements letters, etc., foolscap quarto (i.e. $8\frac{1}{2}'' \times 6\frac{1}{4}''$) paper should, as far as possible, be used instead of foolscap folio ($13\frac{1}{2}'' \times 8\frac{1}{2}''$) paper, which should be used only in letters to the Government of India and to important private persons and bodies.

(13) Similarly official letters should be typed or written on half sheets, i.e. foolscap quarto ($8\frac{1}{2}'' \times 6\frac{1}{4}''$) using both sides, wherever this is possible.

(14) All non-confidential correspondence delivered to Departments in the same building should be sent loose and not in envelopes.

(15) Envelopes containing non-confidential documents should be fastened down with economy slips in such a manner as to allow them to be used as many times as possible.

(16) Envelopes of the smallest size and cheapest quality should be used consistent with requirements.

(17) The use of disproportionately large envelopes for letters which can be folded to the size of a smaller envelope should be strictly forbidden.

(18) When confidential covers are not sent by post and are addressed by name to the person who should open them, there is no need to use double covers.

(19) Greater use should be made of boxes instead of covers in sending confidential papers from one office to another in the same place.

(20) Obsolete forms and papers and waste paper of which one side only has been used should be utilised for rough work or drafting purposes. Wherever this cannot be done, rough memo blocks should be used and it should not be necessary ever to use foolscap paper.

(21) Small forms should not be pasted on larger sheets for filing purposes.

(22) Packing paper, wrappers, etc., of parcels received should be opened very carefully and the material retained for subsequent use.

(23) Blotting paper should be retained in use as long as serviceable and should not be changed at regular intervals as a matter of course.

(24) Officers employing rotary duplicators should send to the Superintendent, Government Printing and Stationery, every month a sample of each of the forms, circulars, etc., duplicated by them on their Rotary machines for advice as regards the size to be adopted for duplicating them.

(25) The Secretariat Departments and all Heads of Offices should use, creamlaid paper for cream wove paper as far as this can be done without detriment to efficiency.

(26) Badami paper (buff routine sheets) should invariably be used in typing notes, fair copies, etc., of all "C" and "D" class cases; white cream wove being used in typing notes, etc., of mportant cases of "A" and "B" class.

(27) Badami paper of the present thickness of the white typewriter papers should be used for typing letters. Badami paper should also be used in place of Roneo Impression paper and printing paper for duplicating work. The Superintendent should supply this type of paper in reams of two different weights, viz. 5 and 6 lbs.

(28) Letters issued to the same offices on the same day should be sent in one and not in separate envelopes, as far as this does not entail serious delay.

(29) No department of the Secretariat or Heads of offices should indent for any but the standard scribbling blocks.

(30) After a limited period, all the old files should be gone through and the records destroyed, if permissible, and the file covers of old records should be used for opening new files.

(31) The annual demands for Case Boards (Standard Form No. Genl. 139) should also be scrutinised and reduced wherever possible.

71. *Check and inspection of office stock of stationery and forms.*—The Controlling Officers of every Government Department should check the account and stock of stationery and forms at the time of their inspection of offices subordinate to them and make suitable remarks in their inspection reports which are to be submitted to higher authorities. They should communicate copies of any adverse remarks to the Superintendent, Government Printing and Stationery, together with the orders, if any, passed by them in respect of such remarks. If the head of the department concerned or the Superintendent considers that the Controlling Officer's remarks in any particular case indicate a serious irregularity which should be brought to Government's notice, the matter should be reported to Government for orders. All assistant secretaries, superintendents and head clerks, etc., in Government offices should personally see that every clerk and peon has fully grasped the significance of these orders and will observe them strictly in future.

72. *Enforcing at least a reduction of 25 per cent.*—It is the express intention of Government that the expenditure on stationery in general and papers of every kind in particular, should invariably be reduced by 25 per cent. in all offices of Government and other local bodies under the jurisdictions of the Government of Bombay.

CHAPTER IV.

RECEIPT OF INDENTS AND THEIR COMPLIANCE.

73. *Maintaining an even flow of work.*—In order to ensure an even flow of work in the stationery office, different dates for different departments of Government have been fixed by the stationery office on which officers should submit their indents for stationery, etc., to the stationery office.

74. *Supply of indent form.*—One month before the date fixed for the receipt of the indents, one printed form of annual indent for stationery is sent by the stationery office by post to the various officers of the departments concerned. This form shall be treated by the indenting officer as his annual indent for stationery requirements for next year and shall be filled in as required in paragraph 86 of this chapter.

75. *Allotment of numbers.*—Registered numbers are allotted to each of the officers and these numbers are to run throughout the supply year for references pertaining to correspondence in respect of the indent. On receipt of the indents in the stationery office, they are registered in the indent register against the relative numbers allotted.

76. *Passing of indents and preparation of distribution lists.*—Indents on being registered are checked in the indent section with the sanctioned model indent as to the quantity and quality of each article indented for and are passed for compliance by the Assistant Superintendent. With a view to reduce the work in the Stores Branch, about 12 to 14 annual indents are consolidated in respect of the quantity indented for under each article in a separate form of " Distributon List ". The quantity of each article thus noted against the several indents is checked and totalled up and the running number of the distribution list is entered on the indent in the space provided for on the last page of the indent. The number on the distribution list is then noted by the indent section in a delivery book and this distribution list together with the relative indents is made over to the storekeeper for taking out the supplies in a lump quantity from the godowns for retail distribution in the packing room to the extent of the quantity passed for compliance on each indent.

77. *Bin Cards.*—As soon as the total quantity of an article as per the particular distribution list or the individual indent if separately attended to, is drawn by the storekeeper, he shall enter the quantity direct on to the issue bin cards maintained for each article and kept in card-holder. The idea underlying this procedure is to minimise omissions of noting down any supplies drawn from the godown, and check the stocks immediately at a glance.

78. *Distribution and packing.*—After a correct distribution is made according to the quantity passed on for compliance on each indent, each packer in the stores branch is allotted a certain number of indents for

packing. He should count, wrap up each loose article carefully in a bundle, keep such bundles in boxes or bales according to the quantity and size of the article and prepare a content slip to be kept on the top of the box or bale underneath the opening lid for ready reference. Boxes are nailed down by the office carpenters and wired on and bales of papers, etc., made up in the stationery stores are sewn with gunny and wired on before being weighed and removed for booking. The total number of packages (either bales, boxes, parcels, etc.) thus packed for each indent is entered by the packer on the last page of the indent form in the space provided and each package is correctly addressed as per instructions furnished in the indent.

79. *Despatch of stores.*—Relative credit notes and other despatch papers are prepared and handed over with the packages to the Store despatch clerk for onward transmission to destinations. The despatch clerk notes in his register the total number of packages (in bales, boxes or parcels as the case may be) and arranges for the removal of the packages, the distribution lists or the individual indents being made over to the account branch of the office for ledgering in the stock ledger. The despatch clerk of the stores branch, on receipt of the railway or steamer receipts, sends them by post along with the original indent, the former to enable the indenting officer to take delivery of the packages in time and the latter for checking the supplies made by the Stationery office. The original indent is returned to the stationery office duly signed as an acknowledgment for audit purposes. No fresh receipt vouchers are made out and forwarded to the indenting officers. This method saves a considerable clerical labour in the stationery office and reduces possibilities of omissions likely to occur in the preparation of such receipts. The stores despatch clerk enters the date of despatch in his register and carefully watches the return of the receipts (original indents). The date of return of the original indent by the indenting officer is noted by the despatch clerk in the column provided in his register and transfers the indent to the indent section of the Supply Branch either for filing or for ascertaining whether any items remain due on the indent and for arranging for their supply. Discrepancies of any nature that may be found in such receipts or which may have been reported by the indenting officers shall be brought to the notice of the Assistant Superintendent for necessary orders.

80. *Hammallage work and removal of stores.*—Loading and unloading of packages in the stationery office is done by the office hamals and inward and onward transmission of all stores is carried on through the office lorry maintained for the purpose.

81. *Articles not required and unserviceable.*—No article supplied from the stationery office shall ordinarily be returned to the stationery office unless previous permission is obtained from the Superintendent, Government Printing and Stationery. When an indenting officer finds that any article supplied by the stationery office has not been used or is not likely to be used for the purpose for which it was obtained or is likely to

deteriorate before coming into use, he shall, without delay, report to the Superintendent, Government Printing and Stationery, the date when and the circumstances in which the article was indented for, and the Superintendent, Government Printing and Stationery, shall pass such orders as he deems fit in the matter.

82. *Damaged or missing articles.*—When any article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact to the head of the department whose duty it will be to investigate the matter, recover the value of the article if the loss or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable.

83. *Exchange of articles.*—Exchange of stationery articles once supplied is forbidden and requisitions from officers for such exchange shall not be considered unless—

(*i*) the articles proposed to be returned for exchange were issued from the stationery office for use during the year in which the application is made;

(*ii*) they have not deteriorated since issue; and

(*iii*) there are special grounds for the exchange which should be stated.

84. *Disposal of supplies made to temporary offices.*—When articles have been supplied from the stationery office to temporary establishments, the officer to whom they were supplied shall, before the completion of the work, forward proposals to the Superintendent, Government Printing and Stationery, for the disposal of the articles, and the Superintendent shall issue such instructions as may be necessary. Special attention shall be given to articles issued on a fixed scale and at stated periods and those of long duration and also to cyclostyle machines, duplicators, typewriters, for the disposal of which the instructions of the Superintendent of Government Printing and Stationery shall be obtained.

85. *Custody of stock by the indenting officers.*—Stores received from the stationery office shall be properly arranged by the indenting officer and placed in the custody of a responsible officer. Supplies from stock should be made by one clerk, only on requisitions signed by heads of sections, who should see that there is no misuse of Government stationery.

86. *How stocks to be accounted for.*—The introduction of the stationery office revised annual indent form and advice note dispenses with the procedure of maintaining such accounts separately in the standard form No. Genl. 157e. The revised form serves two-fold purpose—(1) maintenance of regular account of receipts and issues of articles, and (2) preparation of the indent and advice note (receipt) for the stock required annually. One copy of this revised form will suffice for a full complete year. The balance on hand and the quantity of each article received

from the stationery office on the annual indents and on subsequent supplementary indents during the course of the year should be shown under " receipt " on lines 1, 2 and 3 respectively and the total quantity of monthly retail issues made to the office establishment noted under " issues " month by month on the twelve lines provided therein. The balances should be struck off after deducting the total of issues made to office establishment during the year from the total receipts and with due reference to the quantity sanctioned in the model indent and the quantity actually in stock as denoted on page 2 of the indent form, the quantity required afresh should be noted and the form returned to the stationery office to be treated as fresh indent for future supplies. Immediately after the despatch or delivery of the supplies by the stationery office, this original indent shall be forwarded to the indenting officer to be signed by him on the last page no. 24 and returned to the stationery office as a receipt and acknowledgment for the supplies received.

87. *Check on demands.*—All departments of Government should exercise special care in the custody and issue of stationery articles. The head of an office should adopt the particular method best suited to the circumstances of his office, to ensure that the head of each section of his office really scrutinises a demand before it is included in a requisition. The receipts and issues of stationery should be correctly brought to account. Articles issued for an officer's use should ordinarily be through the office clerk dealing with stationery matters and he should be held responsible for the supply.

CHAPTER V.

Verification and Custody of Supplies Despatched.

88. *Despatch of consignments and how to secure their deliveries.*—Indenting officers should state clearly in the columns provided for in the indent form the correct address and the nearest railway or sea-port station to which the supply of stationery indented for should be despatched. After the consignments have been booked, the Superintendent, Government Printing and Stationery, shall post to the indenting officers concerned the railway or steamer receipts and the advice note, i.e. the indent itself in original treated as an invoice for the supply made. On the receipt of the railway or steamer receipts, the indenting officer shall arrange to take delivery of the consignment. Should there be any error in the address to which the stationery has been despatched as mentioned on the packages and in the railway or steamer receipts or should the consignment not reach its destination in due course, the indenting officer shall intimate the fact to the Superintendent, Government Printing and Stationery, with the least possible delay and take such further action, as may be necessary, for securing delivery of the consignment. In case of delay in receiving the railway or steamer receipt or non-receipt thereof, the indenting officer shall on receipt of arrival notice from the railway or steamer authorities, take delivery of the consignment, by signing an indemnity bond, to avoid demurrage.

89. *Precautions in taking delivery.*—On the arrival of the consignment, the indenting officer shall have the packages carefully surveyed and the actual weight of the packages as given in the railway or steamer receipts, verified before taking delivery; and on taking delivery he shall have them stored in a dry and properly protected place. If there be any discrepancy between the weight noted in the railway or steamer receipt and that found at the time of taking delivery, open delivery should be taken and the articles checked in the presence of the railway or steamer authorities and compared with the indent in original and with the content slip enclosed in each package by the stationery office. Claim for any shortage should be preferred against the railway or steamer companies. Where this procedure has not been followed, no claim for shortages will be admitted by the stationery office.

90. *How consignments are to be verified.*—Usually consignments of stationery etc. shall be opened immediately and the contents of each package counted and compared with the content slip and with the entries in column "Quantity required and quantity passed by the Stationery Office" in the indent, in the presence of the indenting officer or a responsible person deputed by him, who shall watch the process and certify at the foot of the last page of the indent that he had done so. The receipt, i.e. the original indent, shall then be signed and forwarded without delay to the Superintendent, Government Printing and Stationery. The transmission of the receipt, i.e. the indent, shall on no account be delayed pending reference to the stationery office regarding short or

excess receipt, which shall form the subject of a separate correspondence. A list of discrepancies found during the course of verification of the consignments should be invariably sent along with the indent, failing which, the indenting officer shall be held primarily responsible for the short receipts. Special attention is invited to this rule as, where the rule has been strictly complied with, by any receiving officer, the value of short receipts reported by him is either recovered from the packer of the stationery office who packed the supply or written off under the discretion of the Superintendent. The supervision of the unpacking and checking consignments of stationery etc. should be undertaken by the indenting officer concerned or a responsible officer deputed by him and in no case the work should be entrusted to any ministerial officer, unless the indenting officer or his deputy is unavoidably absent. In any case the responsibility of signing the receipt rests with the indenting officer and he shall take necessary precautions in the matter.

91. *Damage in transit and excess or deficiency in stock.*—If the contents of the packages differ from those given in the content slip and the column " Quantity supplied by the Stationery Office " in the indent, or if they have been damaged in transit to such an extent as will cause inconvenience or extra expense, the indenting officer shall at once intimate the fact to the Superintendent, Government Printing and Stationery, together with a report as to the outward condition of the package or packages concerned and an expression of his opinion, as to whether the package or packages appear to have been carelessly packed or badly made up or to have been maltreated or tampered with in transit. Slight breakages or other defects of a trivial nature, where no special attention is needed, need not be reported. The Superintendent, Government Printing and Stationery, shall take suitable steps to prevent a recurrence of any proved neglect on the part of his staff in packing of stationery cases which might have led to such a damage.

92. *Complaints about the quality of supplies.*—Complaints as to the quality of supplies received, shall be accompanied by an average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the stationery office on a specified date, particulars as to the marks on the articles or covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints shall be admitted by the Superintendent, Government Printing and Stationery, only when they are preferred within three days of the opening of the packages.

93. *Power of the Superintendent in case of recoveries.*—The Superintendent, Government Printing and Stationery, can waive recoveries for shortages in all cases at his discretion after he has satisfied himself that no one can be held personally responsible for the loss.

94. *Supplies to local officers.*—(*i*) In the case of officers in the City of Bombay, the Superintendent, Government Printing and Stationery, shall send to the indenting officer by a post-card signed by the storekeeper an intimation of his having kept the supply ready for delivery

and shall appoint a day for the delivery of the articles passed thereon and issued. The indenting officer shall depute a responsible clerk to attend at the stationery office on the date so specified authorising him in writing to take charge of the supplies and formally sign the indent at the end in token of receipt of the supplies delivered. Objections on the part of the indenting officers must be made before the supplies leave the stationery office, and unless so made shall not be entertained.

(*ii*) It is not the duty of the stationery office to store stationery articles which have been drawn for delivery to local officers, and therefore on no account shall any delay be made by such officers in taking delivery of the stationery supplies which are due to them.

(*iii*) After obtaining the formal acknowledgment of the receiving clerk, the indent shall be sent by the stationery office to the indenting officer who should verify the supply received and certify that all the articles actually issued by the stationery office have been correctly received and properly accounted for. The indent shall be returned to the stationery office duly signed within seven days of its receipt.

(*iv*) Supplies of stationery drawn for local officers shall be removed by them at their own expense unless the Superintendent, Government Printing and Stationery, can conveniently arrange without any extra expense for the delivery of the supplies to the officers concerned.

95. *Disposal of old packing cases.*—Cases in which printed forms and envelopes or supplies of stationery have been received by officers in the mofussil either from the Manager, Yeravda Prison Press, or from the Superintendent, Government Printing and Stationery, shall, when empty, be sold by auction on the spot and the sale proceeds credited to Government. Officers in Poona, however, should make them over to the Manager, Yeravda Prison Press, and those in Bombay should deliver them to the stationery office, for re-use. Care must be exercised in opening packing cases received from this department and when empty cases are to be returned they should be properly closed without causing damage to the planks (Government Resolution, General Department, No. 927, dated 17th January 1928).

96. *Disposal of straw board covers.*—Straw board covers of old registers and books, etc., set apart for destruction should be preserved and the instructions of the Superintendent, Government Printing and Stationery, obtained regarding their disposal. Straw boards should not be cut to waste or thrown away. Those used for pasting notices, printed charts, plans, sketches of animals, maps, trees, etc., should not be prematurely discarded as soon as the purpose is served owing to their being out of date or illegible. The use of these card boards for binding purposes will effect economy in the consumption of straw boards and the procedure laid down should be carefully adopted. Straw boards used for bundling records should not be thrown away, when the bundles for which they are used are destroyed, but should be used until they become completely unserviceable.

CHAPTER VI.

TYPEWRITERS AND ROTARY DUPLICATORS.

97. The following orders and procedure will govern the purchase, supply, repairs, maintenance and condemnation of all typewriters and rotary duplicating machines required for the use of the Government officers in the Province of Bombay.

98. *Free supply of.*—All typewriters and rotary duplicators required by Government officers in the Province of Bombay shall be supplied by the Superintendent, Government Printing and Stationery, free of charge.

99. *Prices to be fixed annually.*—Quotations for all standard and portable typewriters and rotary duplicators shall be called for by the Superintendent, Government Printing and Stationery, in the beginning of each year from the several agents and typewriter firms and shall be submitted to Government for approval and sanction. The prices so approved by Government will rule over the period of one year from April and machines ordered by the stationery office shall be paid and charged for accordingly (Government Resolution, General Department, No. P. 159, dated 29th July 1935).

100. *Sanction of Government.*—The supply of new typewriters and rotary duplicators for the first time shall necessarily require the sanction of Government and all officers in need of a typewriter or a rotary duplicator shall send their requisitions for same through the Administrative Department of Government.

101. *Sizes of typewriters supplied.*—Standard typewriters are supplied in the undernoted sizes:—

(*a*) "A" Carriage 10", F'cap—for letters.

(*b*) "C" Carriage 14", Brief } for statements and correspondence.
(*c*) "D" Carriage 18", Policy }

102. *Typewriters and duplicators to be replaced.*—The Superintendent Government Printing and Stationery, shall supply them without the sanction of Government; but the supply of an additional typewriter or a rotary duplicator shall require the sanction of Government (Government Resolution, General Department, No. 1806, dated 29th March 1922), and [rule No. 56 (*a*) of Financial Publication No. IX].

103. *Submission of requisitions.*—Requisitions for new typewriters and duplicators, required for the first time or in replacement of old ones condemned or found unserviceable before they have served their full period of service, shall be forwarded to the stationery office through the controlling officers and the administrative department of Government (Government Resolution, General Department, No. 1806, dated 29th March 1922).

104. *Life of a typewriter or duplicator.*—The average minimum life of a standard typewriter which is primarily used in an office is computed at ten years and that of a portable typewriter which is frequently used while on tour is ordinarily fixed at eight to ten years. Rotary duplicators are ordinarily required to last and give good work for more than ten years and their life cannot be restricted to any definite period. Machines in use can only be replaced if, on examination by the Superintendent, Government Printing and Stationery, they are considered to be irrepairable and unfit for further use, or in case the cost of their putting in a perfect working condition so as to be useful for another few years is considered to be prohibitive (Government Resolutions, Finance Department, No. 9300, dated 31st August 1935 and 4th June 1936).

105. *Makes of machines on Government list.*—The following makes of typewriters and rotary and flat duplicators have been approved by Government from time to time and are on the approved list sanctioned by Government :—

Standard Typewriters.

1. Remington.
2. Underwood.
3. British Imperial.
4. British Barlock.
5. Royal.
6. L. C. Smith.
7. Woodstock.

Portable Typewriters.

1. Remington.
2. Underwood.
3. Imperial (Good companion).
4. Royal.
5. Corona.

Rotary Duplicators.

1. Gestetner's Rotary.
2. Roneo Rotary.
3. Remington Rotary.

Flat Duplicators and Cyclostyles.

Flat cyclostyles of various makes—(Ellams', Gestetner's, Kores, Shevade's, Remington, Red Seal and similar suitable patterns).

106. *Supply and maintenance of stock.*—Typewriters and rotary duplicators are not, as a rule, kept in stock at the stationery office. Flat duplicators and cyclostyles are, however, stocked at the stationery stores

and are supplied on requisitions when required for the first time or in lieu of one condemned. No special form of indent is provided for this purpose, but an indent in the supplementary indent form (Special Stationery No. 2) is prepared by the stationery office or the original requisition itself treated as indent. The prices for flat duplicators or cyclostyles are fixed every year after calling for quotations from the manufacturers or agents.

107. *Method of supply of typewriters and rotary duplicators.*—Typewriters and rotary duplicators shall be ordered by the Superintendent, Government Printing and Stationery, from the agents or companies concerned and shall be supplied direct to the indenting officers, freight 'to pay' which charge shall be paid by the officers concerned from the contingent grant at their disposal.

108. *Payment of bills.*—Payment on account of typewriters or rotary duplicators supplied direct by the agents or companies shall be made by the Superintendent, Government Printing and Stationery, on receipt of the suppliers' bills duly receipted by the receiving officers.

109. *Free and usual supply of accessories.*—The following accessories are usually supplied free of charge along with a new typewriter of a standard make :—

1. Packing Case (special).
2. Base Board and metal cover.
3. Hard Brush for cleaning types.
4. Soft Brush for cleaning machine.
5. Oil bottle.
6. Oil Can.
7. Oil Cloth Cover.
8. Instruction Book.

110. *Accessories supplied with a portable machine.*—No regular list of accessories supplied free of charge with a portable machine exists but usually a soft and a hard brush with a book of instructions are enclosed in the typewriter case itself.

111. *Power of sanction necessary for the supply.*—The Secretary to His Excellency the Governor of Bombay and the Military Secretary to His Excellency, may sanction the supply of a typewriter, Rotary duplicator, etc., for their own offices and the Administrative Departments of the Government Secretariat may sanction such supplies for their own offices and for offices subordinate to them (Government Resolution, General Department, No. 9300, dated 17th May 1937). The supply of the machines in the case of the above officers shall be made by the Superintendent, Government Printing and Stationery, in a manner similar to that observed in the case of other officers of Government.

112. *Supply of costly calculating machines.*—Costly calculating machines and machines of other similar character are not ordinarily sanctioned by Government where usual patterns of typewriters can suitably serve the purpose. In exceptional circumstances where the supply of such a machine is considered essential, sanction of Government is necessary (Government Resolution, General Department, No. 1806 of 29th March 1922 and No. 2415, dated 9th June 1922, paragraph 2).

113. Sanction of Government is also necessary in the case of items noted below :—

(1) To supply a typewriter larger in size, *i.e.* for the supply of a bigger carriage in lieu of the smaller one already supplied with the machine in use.

(2) To supply a typewriter or a rotary duplicator of different pattern in exchange of one in use before it runs its usual life.

(3) To the supply of another machine in lieu of one condemned or considered unserviceable before it has been in use for ten years or eight years respectively in the case of standard and portable typewriters (Government Resolution, General Department, No. 9300, dated 31st August 1935 and No. 9300, dated 4th June 1936).

114. *Selection of a typewriter.*—The indenting officers are authorised to select the make of the typewriter required by them from among the approved list according to their choice and requirements (Government Resolution, General Department, No. 2367, dated 19th April 1928).

115. *Instructions for indenting.*—When a proposal for the supply of a new or an additional typewriter or rotary duplicator is submitted to Government, it should invariably be accompanied by the following information :—

(*a*) Number of clerks in the office ;

(*b*) Number of clerks who are competent typists ;

(*c*) Total number of outward references on an average per day ;

(*d*) Number of letters to be typed in an office on an average per day.

(Government, Finance Department, Circular No. 3014/33, dated 25th February 1939).

116. *Repairs to typewriters and maintenance of a workshop.*—A repair workshop is attached to the stationery office, the permanent establishment for which was sanctioned by Government from 1st April 1925 (Government Resolution, General Department, No. 3840, dated 7th April 1925). All machines in use in Government offices must be sent to the

stationery office, for repairs, as required. Repairs to bicycles, numbering and Dating machines, punches, and other such office machines are carried out in the workshop.

117. *Permission for local repairs.*—With a view, however, to save packing and transit charges and the time spent on repairs and return, Government have directed that all officers in the Bombay Province except those located in the City of Bombay, should have the petty repairs executed locally up to a limit of Rs. 15 per annum per machine and paid for from the contingent grants of the officers concerned. The date on which such petty repairs are executed and the amount spent over on each occasion shall be reported to the Superintendent, Government Printing and Stationery, for recording the same in the history card maintained by the stationery office in respect of each machine. In case of repairs exceeding this limit, estimates obtained locally by officers shall first be sent to the Superintendent, Government Printing and Stationery, and if on his approval, the repairs are carried out locally, the repairers' bills shall be sent to the stationery office for payment from the Superintendent's grants on a certificate to be passed by the officer concerned for the satisfactory work carried out by the local repairers.

In all other cases, typewriters shall be forwarded to the Stationery Office, Bombay, for necessary repairs, securely packed in the special packing cases supplied with each new machine. If suitable packing cases are not available, they shall be obtained from the superintendent's office as and when required [Government Resolution, General Department, No. 3840 (*b*), dated 11th May 1936].

118. *Machines from officers in the city of Bombay.*—Machines in all Government offices located in the city of Bombay except the offices of the Secretariat departments shall invariably be sent to the stationery office for necessary repairs.

Regarding repairs and maintenance of typewriters in use in the several administrative offices of the Bombay Secretariat, a mechanic from the stationery office will visit each of the Secretariat offices almost twice a month, *i.e.* on the 1st and 15th, and in urgent cases even on other dates if necessary. Oiling, cleaning or simple adjustments including petty repairs for typewriters in use in the Bombay Legislative Council office or machines in the office of the Secretary to H. E. the Governor of Bombay, shall be likewise attended to on demand from the officers concerned. In the case of heavy repairs, machines from these offices shall be sent to the stationery office (Government Memorandum, General Department, No. 3840/8498-C, dated 3rd July 1926).

119. *Transit charges to be borne by the officers.*—In the case of officers of Government in the mofussil, whose machines are received by the stationery office for repairs, the transit charges to Bombay and back will be borne by the officers concerned from their contingent grants.

120. *Old parts and their disposal.*—In the case of repairs locally executed, heads of offices shall recover all the old and unserviceable parts removed by the repairers and dispose them of by auction sale. In such cases the officers concerned shall furnish a certificate in the repairers' bill to the effect that the old and unserviceable parts replaced have been received from the repairers and that they will be sold by auction at the end of the year and the sale proceeds credited to Government under "XLV—Stationery and Printing—Stationery Receipts" [Government Resolution, General Department, No. 3840 (*b*), dated 11th May 1936].

121. *Adjustment of cost on repairs executed in the workshop of the stationery office.*—The cost is worked out in the following manner :—

(1) Cost of labour.....at Annas 12 per hour.

(2) Actual cost of new parts replaced *plus* 5 per cent. for handling and overhead charges.

A regular bill in a prescribed form is prepared on the above basis and the charge is finally debited in the office accounts under the relative budget head.

122. *Disposal of old parts available in the office workshop.*—The old and unserviceable parts removed from the machines repaired by the stationery office in the workshop are collected and finally sold by auction in the month of February or March and the sale proceeds credited to Government.

123. *Machines for temporary use.*—Temporary offices created for special work often require machines for their use. The stationery office maintains a small stock of machines in working order and such machines can be supplied to temporary offices on obtaining the sanction of Government. The charge for such machine is Annas 3 per day or Rs. 5 per month and the total cost incurred is debited in the annual office accounts under the budget head concerned.

124. *Machines supplied on loan.*—Machines from the surplus stock available at the stationery office are supplied for the use of officers during the period when regular office machines are under repairs. They are charged for at the rate of Annas 3 per day or Rs. 5 per month. The total cost thus incurred is debited in the annual accounts of the stationery office under the proper budget head (Government Resolution, General Department, No. 1806, dated 8th April 1930).

Machines required by officers for temporary use to meet extra exigencies can also be supplied by the stationery office on these conditions. If machines are likely to be required for use for more than two months, sanction of Government should be obtained.

125. *Centralised system of Roneo copying work.*—For obvious reasons of economy, it is at times arranged that a rotary duplicator capable of serving several offices located in one central building as the Central Offices Building at Poona, the Secretariat, or Public Works Department, Secretariat at Bombay, etc. is installed n one of the offices so centrally located. Copying work of issuing circulars, notices, etc., for all offices located in the building and also for other neighbouring offices is carried out in this office by an operator specially engaged for the purpose. This system is found to be economical and less expensive inasmuch as a separate supply of such costly machines to each individual officer and the recurring expense on accessories is thereby saved. A constant service on the maintenance and repairs of these machines is also minimised (Government Resolution, General Department, No. 2190, dated 10th December 1922, and No. 2190, dated 1st April 1924).

126. *Disposal of old and condemned typewriters.*—Old and unserviceable machines condemned for further use of Government were previously so d by auction he'd periodically by the stationery office and the sale proceeds were credited to Government. This procedure, however, was found after some time to result in a decrease in the total realisations. It was therefore considered profitable to Government to sell them to the typewriter firms and agents in part exchange for a new machine or for an independent offer which tends to realise much more than what was obtained previously. (Government Resolution, General Department, No. 1806, dated 10th February 1928.)

127. *Packing of machines returned to the stationery office.*—When a typewriter or a rotary duplicator is supplied for the first time, a special packing case devised for its proper packing is supplied with the machine by the agents. These packing cases must be carefully preserved for future use and machines proposed to be sent to the stationery office for repairs or otherwise, shall be packed therein according to the instructions. If such cases are not available, the officers concerned may obtain them from the stationery office and pack the machines in these boxes to ensure a safe delivery. Government have desired that in the event of typewriters being damaged in transit through their being sent for repairs in cases other than the proper ones or through any other cause attributable to gross carelessness or neglect, the cost of repairing such machines should be recovered from the persons responsible (General Department, Circular No. 2286, dated 23rd December 1924).

128. *Duties of the officer in charge.*—The head clerk in an office is generally responsible for the efficient management and maintenance of all typewriters, copying and other machines in use in that office. He shall inspect all machines every month and make a note to that effect on

the typewriter card maintained in his office with each typewriter in use. The card shall be in the undernoted form :—

Make.	Size.	Serial No. of the machine.	Date of purchase.	Date of condemnation.

Date of Inspection.

Year.	January	February	March	April	May	June	July	August	September	October	November	December.
1941 ..												
1942 ..												
1943 ..												

Irregularities noticed by the Head Clerk shall be recorded on the reverse of the card and brought to the notice of the head of the office from time to time for necessary action.

129. *Method of transport of typewriters from place to place.*—Type writers and other costly machines shall not be sent from one station to another, by goods train. They shall invariably be sent by passenger train.

130. *Duties of the typist.*—Each typist or stenographer who uses a Government typewriter shall be held personally responsible for its care and upkeep. He shall carefully follow the instructions given below :—

(1) The machine should be thoroughly dusted and all surplus oil wiped off and the types cleaned (with type brush) every morning before starting work.

(2) The front and back rails on which the carriage runs should be lightly oiled weekly and kept free from dust.

(3) Oil lightly all the type bars at hangers every month.

(4) If rust starts, stop it at once by oiling the parts affected.

(5) Keep the dogs and escapement wheel slightly oiled.

(6) Nothing but the best typewriter oil should be used. (Thick typewriter oil clogs the working parts of the machine.)

(7) The typewriter should always be covered when not in use.

Caution.

(1) Do not take the machine apart.

(2) Do not change the adjustment.

(3) Do not over-oil.

(4) Do not drop oil on rubber parts.

(5) Use the dusting brush and cloth freely but carefully.

(6) Adjustments are carefully made by the suppliers and should not be tampered with by the operator.

131. *Accessories*—(1) *Ribbon.*—The length of a ribbon for use with a standard machine is twelve yards and that of a portable typewriter is six yards. The ordinary life of a ribbon is two months with an average work of five hours a day. Only black (record) coloured ribbons shall be supplied except when special circumstances call for a change. Old ribbons removed from the machine should be handed over to the clerk in charge of stationery before a new one is demanded from him.

(2) *Carbon Paper.*—This paper should be carefully used and no fresh supply should be demanded until each sheet is exhausted to its utmost capacity. If the whole surface of the sheet is not exhausted, the unused portion should be cut off and used to its fullest capacity.

132. *Deterioration in quality.*—As ribbons and carbon papers are liable to deteriorate in quality, the indenting officer shall see that the stock obtained from the Stationery Office will not exceed a year's actual consumption and that the stock is kept in a cupboard. In case the stock of these articles is found inferior and defective, the indenting officer shall write to the Superintendent, Government Printing and Stationery, giving full details of the defects noticed with dates of the supply and the dates of receipt by the indenting officers. Samples shall be sent to the Stationery Office for inspection of the Superintendent.

133. *Accessories for a private machine used for Government work.*—Certain officers of the subordinate service occasionally use their private machines for Government work. Accessories such as carbon paper, ribbon, oil, etc., required for use with a private machine are not supplied by the Stationery office and must not be included in the indents for stationery supplies.

134. *Exceptions.*—(1) Auditors of the Co-operative Societies, however, are supplied with such accessories when they use their private machines for Government work, on a certificate from the Registrar, Co-operative Societies, that they are regularly using their own typewriters for official correspondence (Government Resolution, General Department, No. 9647/28, dated 8th December 1932).

(2) On the analogy of the orders issued by Government in the case of the auditors of the Co-operative Societies, officers of the Rural Development are also supplied with typewriter accessories for use with their private machines on receipt of a certificate as required by exception 1 above, from the Director of Rural Development, Bombay Province, Poona (unofficial reference No. 358, dated 18th June 1940).

(3) A free supply of 800 extra ribbons every year for use with the private machines (about 200 machines) of the Police officers in Bombay city is sanctioned by Government to the Commissioner of Police, Bombay, as a special case (Government Resolution, Home Department, No. 5267/4, dated 18th November 1941). The issue of free ribbons to the Police officers should be subject to the fulfilment of the following conditions to the satisfaction of the Superintendent of Police under whom the Police officers are serving :—

(1) That the officer owns a suitable typewriter which is in good working condition.

(2) That he has not been *also* supplied with a Government typewriter.

(3) That his machine is in fact being used (partly) for Government work.

(4) That the ribbon last supplied needs replacement.

(5) That the total number of ribbons supplied to the officer during the year is within the maximum of four.

135. *Policy of Government.*—It has been the general policy of Government to restrict the supply of typewriters, duplicators, bicycles and similar articles and it is laid down that they cannot be supplied on a liberal scale and in the absence of cogent arguments to prove either that an officer cannot do without them, or that their absence will necessitate an increase of staff or additional expenditure greater than the cost of their supply, (Government, Finance Department, Circular No. 3014/33, dated 20th December 1938).

Flat Duplicators and Cyclostyles.

136. *Supply of flat duplicators or cyclostyles.*—These machines are supplied to small offices for which more expensive duplicators are unnecessary.

137. *Sanction of Government.*—Government sanction is necessary for the supply of a flat duplicator for the first time as in the case of typewriters and rotary duplicators.

138. *Repairs and renewals.*—Flat cyclostyles and flat duplicators, rubber rollers, etc., which shall be in need of repairs or adjustment shall be forwarded to the Superintendent, Government Printing and Stationery, Bombay, freight "paid". He will arrange to repair them if such a course is found profitable and economical; otherwise he shall condemn the old duplicator and supply a new one from the stock maintained by the stationery office.

CHAPTER VII.

(1) Clothing and Liveries to Peons and Petty Officers of Government.

139. *Function of the stationery office.*—Cotton and woollen cloth and all accessories for the uniforms of peons and petty officers in the several departments of Government of the Province of Bombay are stocked and supplied by the Superintendent, Government Printing and Stationery, Bombay, on a uniform system, in accordance with the orders issued by Government (Government Resolution, Finance Department, No. 393, dated 9th September 1930).

140. *Capitation grants.*—Certain officers of Government have been provided with contingent grants for the supply of uniforms to the inferior staff of their offices, other than peons and petty officers, and until and unless such grants are surrendered and necessary sanction is obtained from Government, no supplies of any kind on such account shall be made by the stationery office.

141. *Indents and supplies.*—Supplies of clothing shall be made the stationery office strictly in accordance with the rules and orders issued by Government from time to time and reproduced below. As the supplies are not annual, the indent forms required for submitting an indent should be obtained from the stationery office when required. The indent form No. 6 on the Appendix XII will be supplied in duplicate. One form should be returned to the Stationery Office duly filled in and the other kept in the office as an office copy. Indents for peons' clothing should be prepared by the indenting officers and forwarded so as to reach the Stationery Office one month before the supply of the uniforms becomes due.

142. Officers of Government in the Bombay Province who are supplied with peons' clothing free of charge are noted in the Appendix III with the letter "C" marked against them.

143. *Discontinuance of the submission of clothing indents through the Accountant General, Bombay.*—Previously all indents for clothing and table cloth were submitted to the stationery office through the Accountant General, Bombay. This practice was discontinued (*vide* orders issued in Government Resolution, Finance Department, No. 393, dated 9th March 1931; and indents are now received by the stationery office direct from the indenting officers. Detailed information regarding the strength of the inferior servants in each office should be shown in the indent in the column provided. This information shall be checked by the stationery office on receipt of the indent with the details recorded in his office register, disallowing or holding under suspension such supplies as shall not be admissible.

Whenever new posts of inferior servants are created or existing ones abolished, Government in the administrative department concerned

shall supply the Superintendent, Government Printing and Stationery, Bombay, with copies of such orders to enable the stationery office to keep the record of inferior establishments up-to-date (Government Resolution, Financial Department, No. 393, dated 9th March 1931).

144. *How to prepare indents.*—Columns are provided in the indent form for clothing with the scale of supply admissible noted against each item and the indenting officers shall see that all details are correctly filled in before an indent is prepared and forwarded to the stationery office for compliance. Incomplete indents shall necessitate their return to the indenting officers resulting in delays in the supply.

145. *Method of supply.*—Cotton drill cloth for making white suits is supplied by the stationery office every two years and warm cloth for making woollen coats with lining cloth, red braid for edging, gold lace, belt, pagrees, etc., are supplied every four years. With a view to economy and especially to suit the climatic conditions of the different districts in the Province, the system of the supply of cotton and warm clothing at an alternate period was approved by Government and was sanctioned permanently, the savings effected on the cost of woollen clothing being utilized to meet the cost of cotton clothing (Government Resolution, Financial Department, No. 1171, dated 17th February 1925).

146. *Supply of belts.*—Shoulder belts for use by peons are made of a single layer of scarlet (red) woollen cloth and this innovation has resulted in some economy in the expenditure as the cost incurred on cloth is reduced, (Government Resolution, Financial Department, No. 461, dated 26th July 1921).

The supply of double-layer belts to petty amaldars is continued.

147. *Red braid for edging warm coats.*—A small piece of scarlet cloth (about 9 inches in breadth and 54″ in length) was previously supplied for edging each woollen coat. A cheaper substitute in the form of red braid was tried by the Superintendent, Government Printing and Stationery, and it was considered quite suitable for the purpose for which it was intended. The introduction of this item was permanently sanctioned by Government (Government Resolution, Financial Department, No. 5688, dated 30th September 1927) and has resulted in some saving to Government.

148. *Purchase of Indian-made cloth.*—With a view to encourage Indian industries, in accordance with the policy of Government, it was decided that all clothing materials required for making uniforms of the inferior servants of Government or cloth required for covering tables, etc., should, as far as possible, be of Indian manufacture. Purchase of cloth of non-Indian manufacture, in special circumstances, would necessarily need the sanction of Government (Government Resolution, General Department, No. 5205–15687, dated 17th December 1926).

149. *Varieties of cloth and other materials stocked by the stationery office.*—For the purpose of making uniforms of peons and petty officers, the following materials are stocked by the stationery office and supplied on indents :—

(1) White drill, 27″ wide.

(2) Blue superfine woollen cloth, 54″ wide.

(3) Blue coarse woollen cloth, 54″ wide.

(4) Scarlet superfine woollen cloth, 54″ wide.

(5) Lining cloth, cotton 27″ wide, for woollen coats.

(6) Red braid, woollen, for edging woollen coats.

(7) Gold lace, 1″ wide, for chopdars' coats.

(8) Gold lace, ¾″ wide, for havildars' coats.

(9) Gold lace, ½″ wide, for naiks' coats.

(10) Belts, Red, woollen, single layer, for peons.

(11) Belts, red, woollen, double layer, for amaldars.

(12) Kamarband (3 yards of Turkey red cloth).

(13) Pagrees, red, inferior, for peons.

(14) Pagrees, red, superior, for amaldars.

(15) Chevron, red, woollen (with 2 stripes) for naiks.

(16) Chevron, red, woollen (with 3 stripes) for havildars.

(17) Green woollen cloth, 54″ wide for covering tables.

150. *Supply of pagrees to inferior servants for use on ordinary and ceremonial occasions.*—Pagrees are supplied to the inferior servants every four years in accordance with rule 87 of the Manual of Contingent Expenditure. Before this "duty" period of four years expires, they become soiled by constant use and unsuitable for use for ceremonial occasions. Government have therefore decided that instead of reducing this duty period, the pagrees should be washed and redyed once every year at a cost not exceeding one rupee annually in respect of each pagree. These charges should be paid every year to the inferior servants and debited to the contingent grants of the offices concerned.

Government have also decided that spare pagrees should be supplied to offices which need them for the use of such inferior servants only as have to attend on their officers on ceremonial occasions. As only one inferior servant will generally attend on an officer on each ceremonial occasion, one pagree of the *superior* quality costing about Rs. 4-8-0 each should be obtained from the stationery office, Bombay, and deposited in the office concerned for use on ceremonial occasions, and replaced only when they are converted into pagrees for ordinary use. (Political and Services Department, Resolution No. 1740/34, dated 5th January 1942).

151. *Scale of supply.*—With the exception of special scales sanctioned by Government for certain inferior servants specified in a separate

paragraph below, the cloth is supplied on a uniform scale to all indenting officers and supplies are made in accordance with the scales noted as under :—

Article.	Number.	Quantity.	Life.
(1) White drill 27″ ..	2 suits ..	13 yards ..	2 years.
(2) Blue coarse woollen cloth, 54″.	1 coat ..	2 yards ..	4 years.
(3) Blue superfine woollen Cloth, 54″.	1 coat ..	2 yards ..	4 years.
(4) Scarlet (Red) woollen Cloth, 54″.	1 coat ..	3 yards .. (for a chopdar).	4 years.
Do. 54″ ..	1 coat ..	2 yards for a havildar.	4 years.
(5) Lining Cloth, cotton, 27″.	1 coat ..	4 yards for amaldars and peons.	4 years.
Lining Cloth, cotton, 27″.	1 coat ..	5 yards 30 inches for chopdar.	4 years.
(6) Red woollen Braid ..	1 coat ..	8 yards ..	4 years.
(7) Gold lace, 1″ wide ..	1 coat ..	2½ yds for chopdar ..	4 years.
(8) Gold Lace ¾″ wide ..	1 coat ..	3½ yds for Havildar ..	4 years.
(9) Gold lace, ½″ wide ..	1 coat ..	3 yards for naik ..	4 years.

Note.—The quantity of gold lace allowed includes the quantity required for making chevrons also.

(10) Belt, single ..	1 No. ..	....	4 years.
(11) Belt, double ..	1 No. ..	....	4 years.
(12) Kamarband ..	1 No. ..	3 yards of Turkey Red Cloth.	4 years.
(13) Pagree, red, Inferior ..	1 No.	....	4 years.
(14) Pagree, Red, Superior.	1 No. ..	....	4 years.
(15) Chevron, red, woollen (with 2 strips).	1 No. ..	for Naik ..	4 years.
(16) Chevron, red, woollen (with 3 stripes).	1 No. ..	for Havildars ..	4 years.

Note.—Green or yellow woollen braid for edging red woollen coat is not supplied by the stationery office. The indenting officers shall therefore ask the tailoring firm to use a suitable material and charge for it along with the sewing charges for payment by the officer from the contingent grant.

152. *Supply of cloth on and above the prescribed scale.*—The scale of two years of blue woollen cloth is based on the maximum measurements noted below and up to which two yards of cloth, 54″ wide would be quite sufficient for a coat :—

Length 44″. Sleeve 24″. Chest 36″.

In case of specially tall or robust man for whom this quantity of two yards is not likely to suffice, a quantity of two yards 9 inches may be supplied by the stationery office on receipt of actual measurements from the indenting officer (Government Resolution, Revenue Department, No. 5839/28, dated 1st September 1930).

153. *General scale of supply.*—Cotton drill cloth is supplied biennially at the rate of 13 yards for making two white suits (4 yards for a coat and 2½ yards for a pant, i.e. 6½ yards for one suit) in cases where woollen cloth for making warm coat is supplied, or 26 yards of cotton drill cloth for making four suits during the same period, where woollen cloth is *not* supplied.

154. *Supply of kamarbands and pagrees.*—The supply of these articles is restricted under special orders of Government and is made as under :—

1. Chopdars, havildars, naiks and peons in all Government offices located in the City of Bombay. 2. Havildars, naiks and peons in the offices of the divisional commissioners. 3. Havildars, naiks and peons in the office of the Inspector General of Police, Bombay Province, Poona.	Every four years (Government Resolution, Financial Department, No. 393, dated 9th September 1930).
4. Havildars, naiks and peons attached to offices of heads of departments.	Every four years. (Government Resolution, Financial Department, No. 393, dated 4th June 1933).
5. All inferior servants, i.e. naiks and peons on the huzur offices of the Revenue Department.	Every four years. (Government Resolution, Revenue Department, No. 9727/28, dated 26th November 1934).

155. *Supply of Chevrons.*—In addition to the items of clothing sanctioned by Government, in Government Resolution, Financial Department, No. 393, dated 9th September 1930, the supply of ready-made chevrons was sanctioned (Government Resolution, Financial Department, No. 393, dated 1st September 1933). The chevrons shall be

supplied for affixing to the uniforms of Havildars and naiks on the following lines :—

——	Quantity.	Quality.	Life.
For Havildar.			
For Woollen coat ..	1 No. of 3 stripes.	Gold lace ..	4 years.
For cotton coat ..	do.	Red, woollen ..	4 years.
For Naik.			
For woollen coat ..	1 No. of 2 stripes	Gold lace ..	4 years.
For cotton coat ..	Do. ..	red, wo·llen ..	4 years.

Note.—Ready-made chevrons of gold lace are not stocked and supplied by the stationery office. Loose gold lace supplied at the scale mentioned in the foregoing paragraph No. 151 includes the quantity for making a chevron and the indenting officers shall ask the tailoring firm to supply it accordingly.

Ready-made chevrons of red woollen tape for use with cotton coats are, however, stocked and supplied by the stationery office.

156. Senior naiks in the Secretariat departments should be designated as 'havildars' and allowed clothing at the special scale sanctioned as per Government Resolution, Finance Department, No. 393, dated 3rd July 1931 (Government Resolution, Finance Department, No. 10, dated 27th February 1934).

157. *Special scale of supply sanctioned by Government*—

No. 1.—For peons and petty amaldars in the Secretariat departments of the Government of Bombay (Government Resolution, Finance Department, No. 393, dated 3rd July 1931).

			Life.
For Peons ..	3 cotton suits ..	19½ yards of drill, 27″.	2 years.
For Petty officers i.e., Havildars, Chopdars, and Naiks.	3 cotton coats and 2 cotton pants.	17 yards of drill, 27″.	2 years.

No. 2.—For the inferior establishment (i.e. peons and petty officers) of the Divisional Commissioners (Government Resolution, Revenue Department, No. 2107/33, dated 25th July 1934).

			Life.
For peons and petty officers.	3 cotton coats and 3 trousers.	19½ yds. of drill, 27″.	2 years.

No. 3.—For the inferior establishment, i.e. peons and petty amaldars of the High Court of Bombay.

(Government Resolution, Finance Department, No. 393, dated 9th September 1930).

(Government Resolution, Home Department, No. 6691/2, dated 14th March 1934).

(Government Resolution, Home Department, No. 6691/2-IV, dated 28th June 1934).

(Letter No. 153 dated 7th March 1941 from the Registrar, High Court, Appellate Side, Bombay.)

No. and Quantity.	Quantity and Quality.	Life.
	For the Chopdars.	Years.
4 Suits, white ..	26 yards of drill 27″ ..	2
1 Woollen coat ..	3 yards Scarlet Superfine cloth, 54″.	2
5 Yards, 30 inches ..	Lining cloth, 27″ wide ..	2
2½ yards ..	Gold lace, 1″ wide ..	2
2 Nos. kamarbands ..	6 yards of Turkey red cloth.	2
1 Pagree. ..	Superior ..	2
	For the Havildars.	
4 Suits, white ..	26 yards of drill 27″ ..	2
1 Woollen coat ..	3 yards scarlet superfine cloth, 54″.	3
5 Yards 30 inches ..	Lining cloth, 27″ wide ..	3
3½ yards ..	Gold lace, ¾″ wide ..	3
1 Belt ..	Double, red, woollen ..	3
2 Nos. kamarbands ..	6 yards Turkey red cloth..	3
1 Pagree ..	Superior ..	3
	For Naiks.	
4 Suits, white ..	26 yards of drill 27″ ..	2
1 Woollen coat ..	2 yards blue superfine cloth 54″.	3
4 Yards ..	Lining cloth, 27″ wide ..	3
8 Yards ..	Red braid for edging ..	3
3 Yards ..	Gold lace, ½″ wide ..	3
1 Belt ..	Double, red, woollen ..	3
2 Kamarbands	6 yards of Turkey red cloth.	3
1 Pagree	Superior ..	3

Number and Quantity.	Quantity and Quality.	Life Years.
	For Peons.	
3 Suits, white ..	19 yards drill 27″ ..	2
1 Woollen coat ..	2 yards blue coarse cloth, 54″.	3
4 Yards ..	Lining cloth, 27″ wide ..	3
8 Yards ..	Red braid for edging ..	3
1 Belt ..	Single, red, woollen ..	3
1 Kamarband ..	3 yards of Turkey red cloth.	3
1 Pagree ..	Inferior ..	3
	For Liftman of the High Court.	
3 White suits ..	19½ yards of drill 27″ ..	3
1 Woollen coat ..	2 yards blue coarse cloth 54″.	3
4 Yards ..	Lining Cloth, 27″ wide ..	3
8 Yards ..	Red Braid for edging ...	3

Note I.—The Superintendent, Government Printing and Stationery, shall send in advance for approval of the Honourable the Chief Justice and Judges of the High Court, samples of the red woollen cloth proposed to be supplied for making uniforms of the inferior servants of the High Court, Bombay.

Note II.—Superior white Mulmul is supplied by the stationery office free of charge for making Kamarbands of the chopdars of the High Court, in lieu of the Turkey red cloth.

Note III.—Tailoring of the uniforms of the peons and petty officers of the High Court, shall be exactly in accordance with the procedure followed by other officers of Government in this Province, as laid down in paragraph 168 of this Chapter.

158. *Special scale of supplies sanctioned for other subordinate officers :—*

No. 4—*For Jail Wardens attached to Civil Jails.*—A free supply of both cotton and woollen cloth is sanctioned on the uniform scale (Government Resolution, Home Department, No. 2665/3, dated 23rd May 1934).

No. 5.—A free supply of both cotton and woollen clothing every year on the uniform scale is sanctioned for the temporary peons under special recovery officers of co-operative societies in the Province on receipt of a certificate from the Registrar, Co-operative Societies, Bombay Province Poona (Government Resolution, Revenue Department, No. 6024/33, dated 30th November 1936).

No. 6.—A free supply of both cotton and woollen clothing every year on the uniform scale is sanctioned for the inferior staff of the Agricultural College Dairy, Kirkee (Government Resolution, Revenue Department No. 3733/33, dated 11th May 1937).

No. 7.—A free supply of woollen clothing every four years on the uniform scale is sanctioned for the watchman of the Bombay Council Hall building (Government Memorandum, Legal Department, No. 2760/4 dated 1st December 1939).

No. 8.—A free supply every two years of three yards of scarlet super fine woollen cloth with other articles of liveries for making one coat for the chopdar of the agent to the Governor for Sardars in the Deccan, Poona (Government Resolution, Political Department, No. 4405, dated 10th August 1926 and Political and Reforms Department, No. P. 1491-A dated 4th February 1935).

No. 9.—A free supply of both cotton and woollen clothing on the uniform scale to the temporary peons of the Tobacco Department. (Government Memorandum, Revenue Department, No. 10049/C-23, dated 2nd February 1939).

No. 10.—A free supply of both cotton and woollen clothing to the liftmen attached to the Secretariat and the Public Work Department Secretariat buildings.

3 White suits ..	.. 19½ yards of drill cloth 27″.	2 Years.
1 Woollen suit ..	.. 3¼ yards of blue coarse cloth, 54″ (2 yards for coat and 1¼ yards for Pant).	4 Years.

No. 11.—A supply on payment of both cotton and woollen clothing to the liftman of the Central Offices Buildings, Poona (Government Resolution, Public Works Department, No. S. 34/19521, dated 17th September 1925).

2 Cotton suits ..	.. 13 yards of drill 27″ ..	2 Years.
1 Woollen suit ..	.. 3¼ yards of blue coarse cloth, 54″ (2 yards for coat and 1¼ yard for Pant).	4 Years.

No. 12.—A free supply of white cotton clothing on the uniform scale every year to the messengers entertained at the Poona Council Hall, during the Poona Season (Government Resolution, Political and Reforms Department, No. 1590/34, dated 20th October 1937).

No. 13.—A free supply of white drill cloth every year for making suits of the night watchmen on the Staff of the Haffkine Institute,

Bombay (Government Memorandum, General Department, No. 9465, dated 21st September 1931).

No. 14.—A supply by book adjustment of both cotton and woollen clothing to the inferior staff of peons and amaldars in the office of Director General of Observatories, Poona, an officer of the Central Government (Government Resolution, Finance Department, No. 10, dated 27th February 1934).

No. 15.—The Commissioner, Southern Division, is authorized to purchase locally white mulmul cloth for making *phetas* of peons in his office and in the offices of the Collectors of Kolaba, Ratnagiri, Karwar, Belgaum, Dharwar, and Bijapur, in lieu of red pagrees supplied free of cost by the stationery office, any excess over the cost of pagrees being borne by the peons.

(Government Resolution, Revenue Department, No. 5839/28, dated 31st January 1933).

(Government Resolution, Revenue Department, No. 5839/28, dated 14th August 1934).

(Government Resolution, Revenue Department, No. 5839/28, dated 16th June 1939).

No. 16.—The Registrar, Cooperative Societies, Bombay Province, Poona, is authorized to purchase locally turkey red cloth for *phetas* of the Muslim peons in the Co-operative Department, the excess charge, if any, over the cost of the pagrees supplied free of charge by the stationery office being borne by the peons (Government Resolution, Revenue Department, No. 3464/33, dated 17th May 1935).

159. *Disposal of old gold lace.*—The used gold lace should be returned to the stationery office for disposal when fresh clothing is supplied.

160. *Supply of clothing to temporary peons.*—The Superintendent, Government Printing and Stationery, Bombay, shall admit indents for clothing for temporary peons on certificates from the indenting officers that their entertainment is sanctioned for a period of not less than two years, provided that the permanent peons attached to the establishment to which the temporary peons belong, are entitled to clothing at Government expense.

161. *Supply of clothing to temporary peons employed for less than two years.*—Clothing cannot be supplied to temporary peons unless there is a prospect of the continuance of their temporary appointment for at least two years, in which case sanction of Government may be obtained.

162. *Peons in temporary employment for two years.*—Cotton clothing is supplied by the stationery office every two years and the temporary peons entertained by officers for this period shall be entitled only to cotton clothing, *i.e.* 13 yards of Drill sufficient to make 2 white suits.

163. *Peons in temporary employment for four years and over.*—Warm woollen cloth is supplied by the stationery office every four years and the temporary peons entertained for such a period can be supplied with warm clothing on the uniform scale on receipt of the necessary sanction of Government.

164. *Preservation of clothing.*—In the case of warm and cotton clothing supplied to peons and petty officers of Government, the suits shall be returned to the office or stores every day where they shall be kept in boxes or cup-boards, precautions being taken to prevent damage by insects or moths. The clothes shall be washed and kept clean, repaired when necessary, and shall be frequently aired by the peons and petty officers concerned.

165. *Clothing while in use shall be a Government property.*—Clothes supplied under the above rules shall invariably remain the property of Government while in use. When renewed, the old clothes shall be the private property of the servants to be dealt with as they think fit.

The clothing supplied to any servant who dies, resigns or is dismissed, while it is in use, shall be returned to the office concerned for custody or disposal.

166. *Supply of clothing to inferior servants such as farashis, hamals, chowkidars, tapalis, etc.*—Paragraph 87 of the Manual of Contingent Expenditure reads as under :—" The following rules are laid down with a view to prescribing a uniform system of supply of clothing to peons and their petty officers in the Presidency proper. Subject to the provisions of Rule 90 of the Manual (regarding temporary peons) they are applicable to permanent persons in inferior service of Government who are paid from establishment charges. Menials whose pay is drawn on contingent bills are not ordinarily entitled to clothing except under general or special sanction of Government or competent authority. They do not apply to the peons of the High Court :—

(1) The Superintendent, Government Printing and Stationery, should be held responsible for the supply of woollen and cotton cloth and all accessories for the clothing of *peons and their petty officers* on the following basis :—

Under the orders contained in Rule 87 of the Manual of contingent expenditure, some officers presented their indents to the Superintendent, Government Printing and Stationery, for clothing required for their inferior servants who are paid from establishment charges. The inferior servants paid for from such sources include farashis, chowkidars, hamals, tapalis, etc., and the indenting officers contended that such servants were entitled to a free supply of clothing from the stationery department. Paragraph 1 of the Rule 87 of the Manual restricts the supply of clothing by the Superintendent, Government Printing and Stationery, to *peons and their petty officers*

only and that clothing to other inferior servants of the class referred to cannot be supplied by the stationery office, except under special orders of Government."

Further, in Political and Services Department, Memorandum No. H. D. 4501/4-A, dated 24th July 1941, Government have stated that the question of the supply of clothing to inferior servants of Government other than peons and their petty officers is at present under the consideration and have directed that clothing may be supplied to those Farashis to whom it was supplied so far, pending orders on the general question referred to above.

167. *Supply of clothing to Watchmen on the Establishments of District Judges.*—Government have also sanctioned pending the issue of general orders about the supply of clothing to inferior servants other than peons, the supply of clothing to "watchmen" on the Judicial establishments of all District Judges in the Bombay Province, who were formerly designated as peons. The clothing should be allowed on the same footing as that of the peons on those establishments (Government, Home Department letter No. 6691/2-19143-B, dated 19th February 1942, to the Superintendent, Government Printing and Stationery, Bombay).

168. *Arrangement for stitching of suits.*—Heads of Departments or offices shall provide in their contract or contingent grants for the cost of tailoring charges only, since cost on the purchase of cloth, etc., will not be incurred by them. It is considered by Government both economical and convenient to entrust the tailoring of the uniforms of peons and petty officers serving in the offices in the City of Bombay exclusively to a firm of tailors to be selected by Government. The Superintendent, Government Printing and Stationery, Bombay, shall invite every year at the close of the financial year, well established firms of tailors to quote rates for cutting and stitching (*a*) woollen coats for amaldars, (*b*) woollen coats for peons and (*c*) cotton suits of white drill, and submit them to Government with his recommendations. Government shall then consider and decide the contracts on their own merits and shall notify the name of the approved firm and the rate per uniform sanctioned by them. Heads of offices in Bombay City and such heads of offices in the mofussil as may desire to avail themselves of this facility on grounds of economy and convenience, should arrange in consultation with the Superintendent, Government Printing and Stationery, Bombay, for the tailoring of the uniforms of their peons and petty officers by the tailoring firm selected by Government (Government Resolution, Finance Department, No. 393, dated 9th September 1930).

169. To facilitate a correct procedure for cutting and stitching the uniforms it has been arranged that the selected firm shall print and maintain measurement forms. These forms will be supplied by the firm on requisition when required by officers. The indenting officers should fill in the necessary details and send the form or forms along with their indent to the stationery office. As soon as the supply of the cloth ndented for and passed by the stationery office is ready, the tailoring

firm will be asked to take its delivery in the stores of the stationery office and the measurements forms also received from the officers delivered to the Tailors to enable them to prepare the clothes without correspondence and waste of time.

(2) *Cloth for covering tables.*

170. *Green Cloth for covering tables.*—The Office of the Superintendent, Government Printing and Stationery, Bombay, stocks and supplies green woollen cloth for covering tables both of officers and clerks as sanctioned by Government (Government Resolution, Finance Department, No. 2205, dated 28th June 1890).

171. *Quality of the cloth supplied.*—Two kinds of green woollen cloth were previously stocked and supplied. Superfine variety was issued for covering tables of officers while coarse cloth was issued for those of clerks. With a view to retrenchment, it was decided by Government that only one kind of suitable green cloth for covering tables both of officers and clerks should be selected every year and supplied by the stationery office (Government Resolution, General Department, No. P. 212, dated 16th April 1937).

172. *Method of supply.*—The standard width of the Green cloth stocked is 54″ and the supply is regulated in accordance with the dimensions of the tables to be covered. If the length of the table is within the stipulated width of 54″ the width itself shall cover the length and the supply will be regulated accordingly.

173. *Period of supply.*—Table cloth is ordinarily allowed once in seven years. A full record of supplies made during a period of seven years to each indenting officer is maintained by the stationery office and fresh requisitions from the indenting officers will be scrutinized and accepted if the supply is admissible.

174. *List of officers supplied with cloth for covering tables.*—A complete list of officers who have drawn their supplies of table cloth during a period of past seven years is printed under Appendix III with letter T. C. marked against them. Other officers are not entitled to a free supply of table cloth from the stationery office. Certain officers of Government departments have contract or contingent grants sanctioned for such purpose and unless such grants are surrendered and sanction of Government is obtained, table cloth will not be supplied by the Stationery Office.

175. *Supply of table cloth under special circumstances.*—The supply of table cloth is as stated above, made once only during a period of seven years and a fresh corresponding supply cannot be issued earlier except only under special circumstances explained by the indenting officer through his controlling officer.

176. *Tables with polished surfaces.*—Cloth for tables with polished surfaces is not supplied. Tables with unpolished surfaces only are

covered and the indenting officer should see that proper care is taken to examine the tables before an indent is prepared and passed on to the Stationery Office, for compliance.

177. *Tables for camp use.*—Tables used for camp purposes while on tour are mostly folding tables and cloth used for covering them can be removed and replaced when required. An extra cloth of six inches over and above the quantity admissible as per dimensions is usually supplied by the stationery office for flaps only. The indenting officers should therefore show in the indent form, separately, the number of camp tables to be covered to enable the Stationery Office to regulate the supplies accordingly.

178. *Form of indent for table cloth.*—Printed form of indent, *vide* No. 7 printed in the Appendix XII is stocked by the stationery office and supplied to officers on requisition when required. Two copies of the form are supplied. One of them should be used as an office copy by the indenting officer and the other treated as an indent for compliance by the stationery office. It should be filled in in accordance with the rules and procedure described in this chapter.

179. *Incomplete indents.*—Incomplete indents or indents wherein the necessary details are not given, will be returned to the indenting officer with a forwarding memorandum for resubmission, inviting attention to the particular objection specified therein.

180. *Complaints regarding defective or wrong supplies.*—Complaints regarding deficit, excess, damage or of any other nature should be reported to the Superintendent, Government Printing and Stationery, Bombay, separately by a letter and forwarded with the original indent which is filed for audit purposes as a voucher for the supply received by the officer. The packer's statement of contents is invariably kept in each bale or bundle underneath the wrapper. Immediately the bale or bundle is opened, the content slip should be removed and the contents compared in the presence of a responsible officer with those noted in the content slip. In case of any difference the fact should be reported to the Superintendent, Government Printing and Stationery, returning the packer's statement of content for inspection and enquiries. In any case the return of the original indent should not be delayed by the indenting officer beyond seven days from the receipt of the supply.

181. *Measurement of the cloth supplied.*—It always happens that the method adopted by the stationery office and by the receiving officers in measuring the cloth supplied differs, with the result that small excesses or shortages are often reported by the indenting officers in the quantity of the cloth advised by the stationery office and that actua ly found by the indenting officers. The cloth is, as a rule, issued by the stationery office by measuring straightways with a yard measure fixed to a table whereas it is measured by the indenting officers by rolling round the measuring rod. The latter process absorbs some more cloth and

shortages are sometimes reported by the indenting officers. This irregularity can be minimised if the procedure adopted by the stationery office is as well followed by the indenting officers and also by the tailors to whom sewing of the uniforms or fixing the cloth on the tables is entrusted.

Discontinuance of the submission of indents for peons' clothing and table cloth through the Accountant General, Bombay.

Letter No. T.M. 21/1873, dated 30th January 1929, from the Accountant General, Bombay, to the Superintendent, Government Printing and Stationery, Bombay.

It is noticed that heads of offices generally send their indents for table cloth through this office. The reason for this procedure is perhaps that an opportunity may be afforded to this office for verifying whether the officer has contract grant at his disposal or not, *vide* paragraph 2 Government Resolution, Finance Department, No. 2205, dated 28th June 1890. As, however, the cost of woollens for tables is invariably recovered from the contract grant of the officer, by adjustment in this office, I have the honour to enquire whether there is any necessity for these indents to be passed on to you through this office.

Indents for cotton cloth and woollens required for peons' clothing are also passed through this office. The object in this case was that this office may have an opportunity to verify the menial strength of the establishment. But since 1925, a change has occurred in the preferring of these indents, *vide* Government Resolution, Finance Department, No. 1171, dated 17th February 1925, No. 1171-B, dated 13th June 1925, and No. 1171, dated 13th June 1926. The charges of cotton cloth supplies come out of savings effected on woollen cloth and the sewing charges that used to be incurred in the preparation of woollen clothing. The indents will therefore be necessarily piece-meal according to savings available and thus the number of peons for whom cloth is required will be always below the sanctioned strength. In these circumstances, no useful purpose will be served by sending the indents through this office and probably there will hardly be an instance of an officer indenting for more cloth is as absolutely necessary, as he has to meet the cost out of the savings elsewhere. I would therefore request your opinion regarding the necessity of the indents for peons' clothing also being sent through this office.

Letter from the Accountat General, Bombay, No. T.M. 4/1844, dated 29th September 1930, to Government.

In forwarding herewith copy of this office letter No. T.M. 21/1873, dated the 30th January 1929, to the Superintendent, Government Printing and Stationery, Bombay, in connection with the subject noted above, I have the honour to state that the Superintendent has informed me that the matter had already been referred by him to Government and their orders awaited. The question has already taken considerable time

and an early decision is called for. I am unable to be of any useful help to Government in the matter of countersigning these indents and it would lead to saving of work in more than one office if the indents are sent direct without the intervention of this office.

The favour of early orders is requested.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. S.B. 1100, dated 23rd October 1930.

With reference to Government Resolution, Finance Department, No. 393, dated the 9th September 1930, I have the honour to report that at present indents for cloth required for peons' clothing are submitted to this office through the Accountant General, Bombay, in order that that officer should verify the strength of the menial establishment given in the indent and give the necessary certificate. A copy of the present indent form is herewith forwarded marked "A" which provides for the Accountant General's endorsement and also quotes the authority under which such a certificate is necessary. According to the orders issued in paragraph (*e*) of Government Resolution, General Department, No. 7662, dated the 30th April 1930, it will be necessary for this office to supply as far as possible all articles required by an officer in one lot and therefore it would be necessary that all indents from one officer should be received by me in this office at one time. If the indents for clothing and also for cloth required for covering tables (sample enclosed marked "B") are sent through the Accountant General's Office, they are likely to be delayed in his office and therefore a separate supply will have to be made incurring additional expense on freight, etc. The Accountant General's certificate can be dispensed with if the strength of the menial establishment entitled to clothing and also of the clerical establishment (including Heads of Offices, Principal Assistants) requiring cloth for covering tables is communicated to this office once for all through that officer so that I may include the strength of establishment in my register quoting Accountant General's authority and verify the indents received from this information. In order to keep this information up-to-date it will also be necessary that the Secretariat Departments concerned sanctioning the creation of new posts or abolition of existing posts should invariably send copies of the orders issued, to this office. If Government agree with me, I suggest that the necessary orders should be issued to all indenting officers asking them to furnish the information through the Accountant General, Bombay, in the accompanying forms.

Government Resolution, Finance Department, No. 393, dated 9th March 1931.

The proposal made by the Accountant General in his letter No. T.M 4/1844, dated 29th September 1930, is approved.

2. Government are pleased to direct that all indenting officers should furnish information regarding the strength of their menial and office establishments (including Heads of offices, Principal Assistants, etc.) in the accompanying forms to the Superintendent, Government Printing and Stationery, Bombay, through the Accountant General, Bombay.

3. The Secretariat Departments are requested to supply copies of orders sanctioning the creation of new posts or abolition of existing posts to the Superintendent, Government Printing and Stationery.

CHAPTER VIII.

UMBRELLAS AND KAMBLIS.

Government Resolution, Finance Department, No. 890, dated 20th October 1921.

Government Resolution, Finance Department, No. 915, dated 13th January 1922.

Government Resolution, Finance Department, No. 890, dated 18th November 1925.

Government Resolution, Finance Department, No. 890, dated 13th May 1930.

Government Resolution, Revenue Department, No. 4227/33, dated 5th October 1938.

182. *Supply of Kamblis and Umbrellas.*—Kamblis and umbrellas are supplied every two years. The Superintendent, Government Printing and Stationery, Bombay, purchases a fresh supply every year and they are supplied to all officers of the Government of Bombay free of charge when due.

183. *Local purchase of umbrellas and kamblis disallowed.*—Some officers of Government were previously purchasing locally umbrellas and kamblis required for the use of their peons and hamals, etc., on the inferior staff of their offices, but this power has since been withdrawn by Government and the contract grants sanctioned for such purchases have been reduced. No officers of Government should, therefore, purchase any umbrellas or kamblis departmentally direct without the sanction of Government.

184. *Forms of indent.*—No special forms of indent for these items are printed and supplied. The requirements of umbrellas and kamblis should be communicated to the Superintendent, Government Printing and Stationery, Bombay, by the indenting officers by letter which shall be treated as indent for the purpose of supplying the articles. When the indent is returned signed by the indenting officer, it will be treated as an acknowledgment for audit purposes in support of the supply received by the officer.

185. *Scrutiny of demand and check by the stationery office.*—The office of the Superintendent, Government Printing and Stationery, maintains a register showing the total strength of the inferior servants on each office. The number of umbrellas and kamblis indented for each time is carefully checked with the strength of the establishment and the number indented for is allowed after the check is exercised.

186. *Supply of umbrellas and kamblis at one time along with stationery.*—With a view to save packing and freight charges on the

supply of a small quantity of one or two umbrellas or kamblis piece-meal when indented for by officers, it was decided that a supply of these materials might be conveniently packed and despatched in one lot with that of stationery. These articles were therefore included in the annual indent form of stationery under items Nos. 230 and 231.

Umbrellas and kamblis are ordinarily required for use during the monsoon and a bulk of the supply is indented for in the months of May and June. On experience, it was however found that the supply of these articles along with stationery, after the monsoon and their maintenance in good condition until the next season, was considered to be risky and undesirable as both umbrellas and kamblis if kept unused are likely to be damaged by moths and insects making them unfit for use during the following year. The inclusion of these items in the annual indent for stationery will not therefore serve a useful purpose and need not be indented for by officers along with stationery.

187. *Tenders for the purchase.*—Tenders for both umbrellas and kamblis are invited every year by the Superintendent, Government Printing and Stationery. In accordance with the standing orders umbrellas and kamblis must last for service for two years and suitable samples with regard to quality and price are selected and orders placed with the approved supplier for delivery of the stock in time.

188. *Umbrellas and kamblis as a Government property while in use.*—Umbrellas and kamblis being articles of a biennial supply shall be treated as Government property during the full period of two years. As soon as the first season for which they are supplied is over, the officers concerned shall get the umbrellas and kamblis back from their servants and keep them well protected for supply during the second year.

189. *Kamblis are not supplied to inferior servants in the City of Bombay.*—Peons and hamals in Government offices in the City of Bombay do not use kamblis while on duty and therefore the Government of Bombay have disallowed their supply to these servants (Government Resolution, Finance Department, No. 890, dated 3rd November 1930).

190. *Exceptions.*—Government have however ordered a supply to be made to some servants under special sanction as under:—

No. 1.—A free biennial supply of kamblis to (*a*) malis, sweepers and others employed on out-of-doors duty, (*b*) a free biennial supply of either umbrellas or kamblis to the peons in the offices in the mofussil required to serve out-of-doors. The supply shall be made at the discretion of the head of the office who shall see that the concession granted is not abused and that it is restricted to the number required for the establishment of the peons and that it shall not be treated as a personal concession (Government Resolution, Finance Department, No. 890, dated 3rd November 1930).

No. 2.—A free annual supply of kamblis to the malis of the Bombay Secretariat garden. (Separate Department Memorandum No. 542, dated 11th August 1933).

No. 3.—A yearly supply of either kamblis or umbrellas is made on payment as under, *vide* orders noted below.

Government Resolution, Public Works Department, No. S. 34/26586-A, dated 25th November 1932.

Government Resolution, Public Works Department, No. S. 34/1041-A, dated 23rd January 1933.

Government Resolution, Public Works Department, No. S. 34/4814-A, dated 13th March 1933.

Government Resolution, Public Works Department, No. S. 34/17939-A, dated 8th September 1934.

Government Resolution, Public Works Department, No. S. 34/3548-A, dated 8th March 1939—

(*i*) Kambli to the mali of the Co-operage garden.

(*ii*) Kamblis to the malis of the Public Works Department, Secretariat garden.

(*iii*) Kambli to the mali of the High Court garden.

(*iv*) Kamblis to the malis of the Charni Road gardens.

(*v*) Kamblis to the malis of the Oval garden.

(*vi*) Kamblis to the malis of the European burial ground.

(*vii*) Umbrella to the peon of the Co-operage garden.

(*viii*) Umbrellas to the peons of the Esplanade Maidan.

(*ix*) Umbrella to the peon of the Oval Maidan.

(*x*) Umbrella to the peon of the Kennedy Sea-face garden.

(*xi*) Umbrella to the peon of the Charni Road garden.

No. 4.—A free yearly supply of kamblis to the malis attached to hospitals in the Province of Bombay and the Bombay City (Government Resolution, General Department, No. 6571, dated 3rd October 1936).

No. 5.—A free supply every two years of 3 kamblis to the malis employed in the garden of the Poona Central Offices.

No. 6.—A free biennial supply of kamblis to the sweepers of the Bombay Development Directorate Chawls (Government Resolution, Public Works Department, No. S. 34/1250-A, dated 30th January 1939).

No. 7.—A supply of kamblis every two years *on payment* to the bungalow chowkidars in the Northern, Central, Southern and Deccan Irrigation Circles (Government Memorandum, Public Works Department, No. S. 34/12911-A, dated 1st June 1939).

No. 8.—A free supply of umbrellas every two years to all Excise and Tobacco peons serving in the City of Bombay (Government Resolution, Revenue Department, No. 9915-C/33, dated 24th February 1939).

No. 9.—A free supply every two years of twenty-eight kamblis and twelve umbrellas to the peons of the Criminal Investigation Department, Poona. Instead of twelve umbrellas every two years, six umbrellas to be supplied every year (Government Resolution, Home Department, No. 349/4, dated 24th February 1938).

No. 10.—Superior quality of kamblis at a cost not exceeding Rs. 5 per kambli for the use of the Forest guards should be purchased departmentally direct by the Chief Conservator of Forests and the Conservator of Forests, Central Circle (Government Resolution, Finance Department, No. 890, dated 9th January 1931).

Umbrellas for the Bombay City Police.

Government Resolution, Finance Department, No. 890, dated 7th February 1922.

Government Resolution, Home Department, No. 7128/2, dated 23rd May 1930.

Government Resolution, Home Department, No. 7128/2, dated 10th July 1933.

191. *Supply of umbrellas to the Bombay City Police.*—Umbrellas are supplied every year to the Police Force of the Bombay City Police. As the Policemen have always to work in heavy rains in the monsoon, a better kind of umbrella is required. On the basis of the annual requirements intimated by the Commissioner of Police, Bombay, open tenders are invited every year in the month of November, by the Superintendent, Government Printing and Stationery. Suitable samples capable of sustaining heavy wear and tear of the whole of the monsoon are selected and sent to Government for approval. On receipt of final sanction necessary orders for the quantity required are placed by the Superintendent, Government Printing and Stationery, with the approved tenderer. The cost of the umbrellas is paid from the grant of the Superintendent, and therefore the supply of umbrellas to the Bombay City Police is a free supply. As the Superintendent is responsible for the quality and material used in the manufacture of these umbrellas, the stock is delivered to the stationery office. A percentage of stock is examined by the Superintendent's office with the approved sealed sample and an intimation is sent to the Commissioner of Police, Bombay, to depute a responsible officer to the stationery stores to examine the supply and take its delivery. The number of umbrellas rejected by the Police officer is removed by the suppliers at their own cost and replaced.

192. *Disposal of old umbrellas.*—Umbrellas supplied to the Police Department in the Bombay City are treated as a Government property and are returned to the Police Office as soon as the season is over or when they are no longer required. At the close of each official year, the stock of such old umbrellas collected by the Commissioner's office is made over to the Superintendent, Government Printing and Stationery, who sees that it is disposed of by an open auction to the best advantage and the sale proceeds are credited to Government.

CHAPTER IX.

BICYCLES AND ACCESSORIES.

193. Bicycles and their accessories required by all officers of the Government of Bombay are stocked and supplied by the Stationery Office free of charge when required.

Government Resolution, General Department, No. 2152, dated 12th April 1926.

Government Resolution, General Department, No. 2152, dated 23rd September 1926.

Government Resolution, General Department, No. 2152, dated 24th September 1929.

Government Resolution, Finance Department, No. 6772, dated 8th November 1930.

194. *Supply of bicycles for the first time.*—Bicycles required by officers for the first time shall be supplied by the Superintendent, Government Printing and Stationery, only on receipt of the necessary sanction of Government.

195. *Bicycles required to replace old ones.*—No new bicycle shall be supplied in lieu of an old one in use unless it is first examined on the spot by an expert. Officers who desire to replace their old office bicycles should furnish the following details to the Superintendent, Government Printing and Stationery, while sending a requisition for a new bicycle:—

(1) The date of purchase of the bicycle in use ;

(2) The reasons for replacement ;

(3) Dates when previously repaired and the total cost paid on its repairs up to date.

196. *Inspection of old bicycles and their repairs.*—Old bicycles in all Government offices in the City of Bombay (except the Police Department) which are considered to be unsuitable for further use should first be sent to the Superintendent, Government Printing and Stationery, for being thoroughly examined with a view to see if they can be repaired at a reasonable cost and made useful for service for a couple of years more. If they are considered worth repairs, they will be repaired by the Stationery Office and returned to the officers.

197. *Bicycles of the Police Department.*—In the case of the Police Department, however, which requires a large number of bicycles, the Chief Civil Master Armourer examines periodically all the bicycles in use in the Districts and repairs them wherever possible. If any of the bicycles are condemned by this officer for further use, new bicycle is supplied by the Superintendent, Government Printing and Stationery, on receipt of a report to that effect from the District Superintendent of Police.

198. *Bicycles in other offices of Government.*—Old bicycles in use in other offices of Government in the Province might be condemned by the Superintendent, Government Printing and Stationery, in view of the report and particulars furnished by the officer as specified in paragraph 195 above.

199. *Payment of cost on repairs.*—The cost incurred by the Stationery office on new and additional parts and accessories used and the cost of labour involved on the repairs shall be debited to the officer concerned in the annual accounts of the Stationery office.

200. *Supply of new bicycles in place of old bicycles condemned.*—New bicycles from the stock available at the Stationery Office shall be supplied free of charge in lieu of old bicycles condemned for further use. Each machine will be packed in a wooden crate and forwarded by passenger train or steamer, freight "to pay" by the indenting officer. A supplementary indent will be prepared by the stationery office in such cases and forwarded to the officer along with the railway/steamer receipt for signature and return as an acknowledgment for audit purposes for the receipt of the bicycle in perfect order.

201. *Parts and Accessories.*—The General Post Office pattern bicycles which were approved by Government were previously procured from the Director General of Stores, India Office, London, on indent and kept in stock by the stationery office for supply to indenting officers. The stock of parts and accessories maintained was therefore mostly of the type suitable for these machines. Subsequently, however, strong but cheap bicycles similar to those selected by the Indian Stores Department, are being stocked. These "Hercules" model bicycles are found to be quite suitable for the use of Government peons and orderlies. The parts now stocked by the stationery office are therefore of the type suitable for these bicycles. Parts and accessories suitable for other standard makes of bicycles such as "B. S. A.", "Raleigh", etc., which are also supplied to some officers under special orders of Government, may also be obtained from the stationery office when required.

202. *Petty repairs to be carried out locally.*—Returning of old bicycles (broken through accidents, damaged by fair wear and tear or through other causes) to the Bombay stationery office and their retransmission to the officers to their destinations after thorough repairs generally involved great delay and expense on packing and freight both ways and in consequence causes much inconvenience to the officer. Government, therefore, in their Resolution, Political Department, No. 6772, dated 21st January 1932, have permitted local repairs in such cases and the officers may have these carried out departmentally locally, if possible, and paid for from their contract grants. The parts and accessories required for carrying out such repairs should, however, be obtained from the stationery office, Bombay, when required. The old parts removed by the local repairers should be preserved and sold by auction at the end of the year, crediting the sale proceeds to Government.

203. *Maintenance of a reserved stock of parts and accessories.*—Officers who have a large number of bicycles in use have always to carry out petty repairs locally. A small stock of parts and accessories of common requirements and sufficient to last for about six months should, therefore, be obtained by the officers from the stationery office for prompt use when needed. This shall minimise the payment of higher prices locally for small requirements and shall save considerable transit charges on packing and freight in sending the bicycles to the stationery office at Bombay and back to destination duly repaired.

204. *Requisition for proper accessories.*—Bicycles of several patterns other than those supplied by the stationery office are in use in some offices of Government. The indenting officers shall, therefore, clearly state in their requisitions on the stationery office, the particular make of bicycle in use and for which the parts and accessories indented for are required. This will enable the stationery office to supply articles of a correct description.

205. *Cycles for camp use.*—Government have directed that all bicycles in use in the several departments of the Bombay Secretariat should be sent to the stationery office in good time for necessary overhauling and repairs before the next Camp season begins and Government assembles at Poona. All Secretariat Departments should, therefore, arrange to send their office bicycles to the stationery office accordingly in time for overhaul and repairs.

206. *Government sanction necessary.*—Provision in the budget estimates on account of the supply of bicycles required by officers for the first time shall not be treated as a sanction to their purchase, but that specific orders of Government in the administrative Department concerned shall be obtained by the indenting officer and the Superintendent, Government Printing and Stationery, Bombay, informed to that effect.

207. *Purchase of tyres, tubes, etc.*—Tyres, tubes, etc., which can be procured through the Indian Stores Department at rate contracts accepted by that department are invariably obtained from that source and kept in stock by the stationery office. Other accessories are purchased locally as and when required after obtaining competitive quotations with samples from local agents and dealers in the City of Bombay and elsewhere and endeavours are made to secure articles of Indian manufacture as far as possible.

208. *Maintenance of Bicycles.*—It is the duty of the peon or orderly who uses the bicycle to frequently clean and oil the bicycle at least once in a fortnight in order to keep it running in good condition. Heads of offices should, therefore, entrust the supervision of their office bicycles to a responsible person who shall often inspect the bicycles and get them cleaned, oiled and adjusted by the peons or orderlies concerned, without further deterioration.

209. *Sizes of the tyres and tubes.*—The "Hercules" bicycles now stocked and supplied by the stationery office are fitted with wired on tyres of the

size 28″ × 1½″ and the size of the tubes also is 28″ × 1½″. Bicycles of other standard makes such as "Raleigh", "B. S. A.", however, require tyres and tubes of a different size and description, i.e., wired on or beaded of the size 28″ × 1¾″ or 28″ × 1½″. Indenting officers should, therefore, furnish in their requisitions on the stationery office full details of their requirements to enable that office to make supplies of a correct description.

210. *Disposal of old bicycles.*—Old bicycles condemned by officers locally need not be returned to the stationery office. They may be sold by auction and the sale proceeds credited to Government under the head "XLV—Stationery and Printing."

211. *Form of indent for accessories.*—The stationery office maintains a stock of printed form (Special Stationery No. 8 in the Appendix XII) and these shall be supplied to officers on requisition when required. Demands in a letter form for a few items only shall also be admitted for compliance. The letters in original thus received shall be treated as indents for the purpose of supplying the articles asked for and shall be returned to the indenting officer along with the railway or steamer receipt for retransmission to the stationery office, duly signed as an acknowledgment for audit purposes for the receipt of the supply sent to him.

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CHAPTER X.

WEIGHTS AND MEASURES AND WEIGHING AND MEASURING SCALES.

212. In accordance with the orders of Government contained in Government Resolution, General Department, No. 1488/33, dated 14th September 1938, all weights, measures and weighing and measuring scales for use of the Secretariat Departments and other officers of Government in the Bombay Province shall be purchased by the Superintendent, Government Printing and Stationery, and stocked in the stationery office for supply to indenting officers when required.

213. *Method of purchasing the supply.*—The Superintendent, Government Printing and Stationery, shall invite by public advertisement open tenders every year for the supply of weights and scales from the leading manufacturers of these articles. He will select a suitable article and orders will be placed with the supplying firm for the scales and weights of the required description.

214. *Verification and stamping of the scales and weights.*—As the scales and weights are required to be verified and stamped by the Senior Government Inspector of Weights and Measures, Bombay City, the supplying firm is asked, in the order issued by the stationery office, to present the scales and weights to the above officer before being packed and despatched.

215. *Pattern sanctioned by Government.*—In consultation with the Warden of Weights and Measures, Bombay City, it is decided that only two sets of scales and two sets of weights should be stocked by the stationery office for supply to officers on indent. Government have approved the proposal and the undernoted patterns of scales and weights for supply to all Secretariat departments and other officers of Government have been sanctioned (Government Resolution, General Department, No. 1488/33, dated 14th October 1940):—

(*i*) Postal scale of brass beam, capacity 4 or 8 ozs. or 10 to 20 tolas, class "C" with brass pans (weight pan round and goods pan flat) and chains and brass jointed pillars and teak-wood box to store weights with necessary sets of weights.

(*ii*) Parcel scales of wrought iron beam, capacity 25 lbs. class "C" with separate hooks and iron chains and pans (weight pan round and goods pan flat) with sets of cast iron weights—$\frac{1}{4}$, $\frac{1}{2}$, 1, 2, 5, and 10 seers.

216. *Scales of other patterns.*—When platform scales or scales of any other pattern are required, the indenting officers shall obtain the sanction of Government when the supply required is for the first time.

217. *Replacing old scales, etc.*—In case of replacement, the Superintendent, Government Printing and Stationery, shall purchase and supply new scales of the required description. Enquiries shall be made of local dealers and manufacturers in such cases and competitive quotations

obtained by the Superintendent. Preference shall be given to the Government Commercial workshops who could be able to manufacture and supply the required material reasonably both in quality and price in comparison with those obtainable from the local manufacturers.

218. *Supply of new scales in lieu of old ones.*—When officers would desire to replace old scales already in use by new scales, the indenting officers shall furnish the following details in their requisitions to enable the Superintendent, Government Printing and Stationery, to gauge the requirements and the need of replacement :—

(*a*) The full description of the scale in use.

(*b*) The year of its purchase.

(*c*) The price paid for it.

(*d*) The present condition and defects which make its replacement necessary.

(*e*) How many times it was previously repaired and the total cost spent over it up to date.

219. *Supply of scales for the first time.*—When Scales, etc., are indented for by officers for the first time, the following information should be furnished with the requisition :—

(1) The necessity for the new scale.

(2) Whether any old sets of weights are available.

(3) If any old scales or sets of weights are available, whether they comply with the Weights and Measures Act and whether they have been examined by the inspector of weights and measures, and condemned by him.

220. *Method of supply.*—Each scale indented for will be wrapped in paper with all its parts and forwarded packed in strong wooden cases. Assembling of the parts and careful adjustment on receipt need proper supervision on the part of the indenting officer.

221. *Return of the indent for audit purposes.*—As soon as the supply of scales and weights indented for is booked by the stationery office, the relative railway or steamer receipt and the indent in original will be posted to the indenting officer to enable him to take delivery in time. On taking delivery of the consignment, the indenting officer shall examine the articles and return the original indent duly signed to the stationery office as an acknowledgment for audit purposes for the articles supplied and received by the officer.

CHAPTER XI.

METAL SEALS FOR STAMPING DOCUMENTS AND FOR SEALING CONFIDENTIAL PACKETS.

222. *A free supply of metal seals.*—Metal seals required by all officers of Government in the Province of Bombay shall be supplied by the Superintendent, Government Printing and Stationery, Bombay, free of charge, in accordance with the orders of Government.

Government Resolution, Finance Department, No. 3000, dated 2nd October 1888.

Government Resolution, Finance Department, No. 2811, dated 12th August 1893.

Government Resolution, Revenue Department, No. 9159, dated 18th November 1896.

Government Resolution, Revenue Department, No. 340, dated 12th January 1907.

Government Resolution, Revenue Department, No. 4602, dated 7th May 1908.

223. *Size and material sanctioned by Government.*—Metal seals of a uniform size of 1″ in diameter are sanctioned by Government. The seals shall be circular and shall be made of either brass, copper or gun-metal. Metal seals are generally made of brass as this metal is cheaper and also easier to manipulate. Seals of a smaller diameter can be supplied if absolutely necessary.

224. *Correct description required.*—The indenting officers shall supply with their requisitions the correct description of the seal required and shall also state whether the seal is intended for use with ink for stamping documents or for sealing confidential packets and locks of Treasury rooms.

225. *Method of supply.*—Metal seals are not kept in stock by the stationery office. They are made to order when asked for. Competitive quotations are called for every year by the Superintendent, Government Printing and Stationery, from various firms of manufacturers and also from Government Commercial Workshops and Institutions. Piecemeal and retail orders in a printed form are placed with the approved firms or Workshops from time to time when required and a copy of the order is sent to the indenting officer for information in reference to his requisition. The seal ordered is supplied by the manufacturers direct to the indenting officer by rail "to pay" or by parcel post, with a bill of cost for countersignature and return to the Superintendent, Government Printing and Stationery, duly receipted for payment. A specimen sketch of the new seal supplied always accompanies the advice for

the seal. The cost of seals is paid by the stationery office from the grant at its disposal and is finally accounted for in the annual accounts.

226. *Seals for use with sealing wax.*—Brass seals for sealing confidential packets are also supplied by the stationery office in a manner similar to that followed in the case of metal seals for stamping documents. These are supplied free of charge and the cost is paid for from the grant of the stationery office and finally adjusted in the annual accounts of the department.

CHAPTER XII.

Brass Badges for Peons and Petty Officers.

227. *Brass Badges.*—Government have sanctioned the supply of brass badges on payment, required for peons and petty amaldars of the the Secretariat Departments and all other offices of the Government of Bombay. (Government Resolution, General Department, No. 6114, dated 29th May 1925.)

228. *Method of Supply.*—The indenting officer shall send a requisition by a letter to the Superintendent, Government Printing and Stationery, Bombay, with a correct description of the badge required. Badges for peons are not stocked by the stationery office. They are made to order according to the inscription received from the indenting officer. Local firms of manufacturers and Government Commercial Workshops in the Province are asked every year to quote for the badges and orders are placed with such manufacturers or workshops whose quotations are considered to be reasonable. An order in printed form is placed with the suppliers with instructions to forward the badge or badges with a bill of cost direct to the indenting officer and a copy of the order sent to the officer for information. The suppliers shall forward the badges ordered, by rail "to pay" or by post parcel with a bill and the indenting officer shall pay the whole cost from his office grant as expeditiously as possible.

229. *Careful examination of the Badges received.*—The badge or badges supplied should be carefully examined by the officer with the original inscription on record with him, before payment is made to the suppliers.

230. *Purchase of badges departmentally.*—In partial modification of these orders, Government have directed that brass badges required for peons and petty officers should be purchased locally where the head of the office is satisfied that he can obtain them at a rate cheaper than that at which the Superintendent, Government Printing and Stationery, can arrange to supply. (Government Resolution, General Department, No. 6114, dated 16th December 1926.)

231. *Badges for Bailiffs of the District and Subordinate Courts.*—The Superintendent, Government Printing and Stationery, is authorised to supply free of charge all badges required for the use of the bailiffs of the District and Subordinate Courts in the Province of Bombay and also for the bailiffs of the Small Causes Courts at Poona and Ahmedabad. (Government Resolution, Home Department, No. 7024/B, dated 26th June 1938.)

232. *Method of supply.*—The procedure adopted is similar to that followed in the case of brass badges for peons and petty officers. On making the supply of the badges ordered, the suppliers shall advise the indenting officer of the action taken or of the supply of the badges and shall obtain an acknowledgment from the officer for the badge or badges

supplied. The receiving officer shall examine the article received with the original specimen on his record before passing an acknowledgment to the firm of suppliers. On receipt of such an acknowledgment, the firm shall prepare a bill on the Superintendent, Government Printing and Stationery, Bombay, and forward same to that officer with the acknowledgment from the receiving officer. The bill will be paid from the Superintendent's grant and accounted for in the annual accounts of the stationery office.

233. *Shape of the Badges.*—(*a*) The Superintendent, Government Printing and Stationery, has, after consulting several officers, standardized the shape of badges for peons and petty officers. It is "oval" and made to suit the size of the shoulder belts supplied by the stationery office.

(*b*) The shape of the badges for the bailiffs of the district and subordinate courts and of the Courts of Small Causes at Poona and Ahmedabad, is rectangular of the size 2½" in length and these badges are meant for being pinned up to the coats with the hooks already provided with the badge.

234. Badges of any other shape are not supplied by the stationery office unless the indenting officer insists on such supply on reasonable grounds.

235. Badges for use with the waist leather belts are also supplied by the stationery office. The shape is generally square or rectangular and is made to suit the size of the Leather Belts in use.

236. *Correct supply by the stationery office.*—The indenting officer should forward with the requisition a correct inscription of the badge or badges required stating the shape and size, so as to be suitable in all respects for the leather belts in use.

CHAPTER XIII.

Demi-official Papers and Envelopes to Match.

237. *Quality of Paper used.*—Superior cream wove paper of English manufacture obtained from England was previously used for this purpose, whereas hand-made paper of Indian manufacture is now used. (Government Resolutions, General Department, No. 2227/33, dated 10th January and 9th March 1938.) The hand-made demi-official paper is stocked only in two sizes—quarto and octavo—and the envelopes to match these sizes are also made of the same paper. The demi-official papers are in single sheets without fly leaf and are plain embossed—the plain embossing being all of the same type, i.e. "Government of Bombay". Demi-official papers and envelopes of any other class are not supplied for demi-official correspondence. Officers of Government may have other details printed but not embossed on the paper. If for special reasons the use of any special colour die stamped paper is considered necessary, previous sanction of Government to its supply by the stationery office is essential and officers of Government who may require such supply shall obtain same in time. In this connection a reference is suggested to the Government orders noted below :—

Government Resolution, General Department, No. 2171, dated 11th April 1911.

Government Circular, General Department, No. 8236, dated 14th October 1914.

Government Resolution, General Department, No. 834, dated 30th January 1915.

Government Resolution, General Department, No. 8063, dated 17th November 1917.

238. *Sanctioned scale of supply.*—There is no prescribed limit for the supply of demi-official papers. They are allowed by the stationery office to the extent of the actual requirements of an officer. Demi-official envelopes are, however, issued in accordance with a prescribed scale of 50 envelopes of foolscap size and 100 of note size, for the personal use of each head of office and in addition only 20 envelopes of the latter kind are supplied for the use of the principal assistants for demi-official correspondence only. The Superintendent, Government Printing and Stationery, can, however, allow any additional quantity under his discretion, if he considers that the demand made by an officer is essential, after ascertaining the reasons for the demand.

239. *The supply of demi-official papers and envelopes is restricted to a few officers only.*—The supply of demi-official papers and envelopes is restricted to some heads of departments and other officers of Government who have to deal with the public on a large scale ; whereas it is disallowed to certain subordinate officers such as (1) mamlatdars and

mahalkaris, (2) subordinate judges, (3) superintendents of prisons, (4) district inspectors of land records, (5) divisional and sub-divisional forest officers, (6) deputy and assistant deputy educational inspectors, (7) head masters of high schools, etc. (Government Resolution, General Department, No. 1185, dated 14th August 1930.) The idea underlying is to reduce expenditure. Some officers, however, have subsequently emphasized the necessity of such papers and envelopes and Government have, after relaxing their orders, allowed their supply to the (1) city magistrates, (2) special auditors, co-operative societies, (3) deputy collectors, (4) presidency magistrates, etc., under the circumstances explained in the preambles of the Government orders noted below :—

Government Resolution, General Department, No. 1185, dated 7th October 1930.

Government Resolution, General Department, No. 1185, dated 16th October 1930.

Government Resolution, Revenue Department, No. 1238/33, dated 26th October 1933.

Government Resolution, General Department, No. 1185, dated 22nd October 1934.

Government Resolution, General Department, No. 1185, dated 21st November 1934.

Government Resolution, Revenue Department, No. 1760/33, dated 4th June 1937.

240. *Colour-embossed Papers and Envelopes.*—The officers noted below are authorised by Government to use colour-embossed demi-official papers and envelopes for demi-official correspondence :—

Name of the Officer.	Government Orders.
1. The Sheriff of Bombay ..	Government Resolution, Home Department, No. 8930/3, dated 6th April 1937.
2. The Secretary, Bombay-Sind Public Service Commission, Bombay.	Government Memorandum, Political and Services Department, No. 1718/34-D, dated 10th July 1937.
3. The Secretary to the Governor of Bombay. 4. The Military Secretary to H. E. the Governor of Bombay.	Government Resolution, General Department, No. 2227/33, dated 9th March 1938.

N.B.—As the expenditure on superior stationery to the Government House is met from His Excellency the Governor's sumptuary and contract allowances, the Superintendent, Government Printing and Stationery, may purchase and supply any kind of article that may be required by the Government House and no orders of Government are necessary. (General Department Memorandum No. S. 138/12796-C, dated 23rd October 1937).

Name of the Officer.	Government Orders.
5. The Honourable the Chief Justice of the High Court. 6. The Honourable the Judges of the High Court. 7. The President, Industrial Court, Bombay.	Government Resolution, General Department, No. 2080/33-C, dated 24th November 1939.

N.B.—The Superintendent, Government Printing and Stationery, is authorised under these orders to purchase and supply superior kind of foreign-made white papers and envelopes to the Honourable the Chief Justice and the Judges of the High Court, Bombay.

8. Members of the Bombay Legislative Assembly.	Superior papers and envelopes with the words "Legislative Assembly, Bombay" embossed in green are supplied.
9. Members of the Bombay Legislative Council.	Superior papers and envelopes with the words "Legislative Council, Bombay" embossed in red are supplied.

N.B.—The cost of the papers and envelopes supplied is paid in cash by the members the selves and on recovery the amount is credited to Government.

10. For the personal use of the Honourable Ministers of the Government of Bombay.	Two kinds of superior white demi-official envelopes—one blank and the other with the superscription "On His Majesty's Service" with the words "Minister, Government of Bombay" embossed in blue on the flap are stocked. The demi-official paper supplied is in quarto and octavo size and is embossed in blue "Minister, Government of Bombay" in the centre.

N.B.—These papers and envelopes are standardized as Secretariat Slips Nos. 47, 47A, 48, 48A, 49 and 50 and are supplied on indent by the Manager, Yeravda Prison Press.

CHAPTER XIV.

Rubber Stamps and Accessories.

241. *Source of supply.*—Prior to the year 1917, the supply of rubber stamps was made to all indenting officers by the Superintendent of Stationery, Bombay. The manufacturing of rubber stamps was, however, entrusted to the Manager, Government Central Press, Bombay, in the year 1917 and all rubber stamps required by officers were manufactured and forwarded by the Press direct to them with the accessories such as ink, pads, etc. A small stock of such accessories was from time to time made over to the Government Central Press by the stationery office for this purpose. This arrangement continued to be in force till the end of the year 1931. With a view, however, to effect economy in the cost of transit charges, the Superintendent, Government Printing and Stationery, Bombay, proposed that rubber stamps as well as accessories should be packed and supplied to the indenting officers by the Stationery Office in one lot, along with the annual supply of stationery, leaving the manufacturing of rubber stamps alone to the Manager, Government Central Press, as before. This arrangement was sanctioned by Government in Government Resolution, General Department, No. 7504, dated 16th November 1931, on the score of economy and all indents for rubber stamps and accessories were ordered to be sent to the Stationery Office for compliance, from 1st of April 1932.

242. *Method of submitting indents.*—The Stationery Office does not supply any printed forms of indent for rubber stamps. All officers should prepare rough sketches of all rubber stamps required and send a list of these to the Superintendent, Government Printing and Stationery, Bombay, with a forwarding letter, for compliance, while accessories such as ink, pads, brushes, etc., should be included in the annual indents for stationery.

243. *Check exercised by the Stationery Office.*—All indents for rubber stamps are carefully checked and scrutinized in the Stationery Office before they are passed on to the Manager, Government Central Press, Bombay, for the manufacture of the required rubber stamps. A few rubber stamps of common demand have been standardized and a stock is maintained by the Stationery Office. Such number of rubber stamps as would be available in stock of the Stationery Office is deleted from the officer's indent and the rest are ordered to be manufactured. On receipt of the rubber stamps from the Press, they are examined along with their impressions and when found in order, they are bundled up and packed in a cardboard or wooden box along with other rubber stamps available in the stock of the Stationery Office and forwarded to the indenting officer in one consignment with the annual supply of stationery, as far as possible.

244. *Standardization of rubber stamps.*—Officers of one department require rubber stamps mostly of one and the same description. The size,

lettering and description of rubber stamps in such cases are brought on a uniform basis, classifying the rubber stamps under four different groups and three different sizes as under :—

Groups.	Sizes.
1. Ordinary.	1. Small.
2. Daters.	2. Medium.
3. Signatures.	3. Large.
4. Signature blocks.	

The rubber stamps under the group "Daters" are also sub-divided under (*i*) Oval ; (*ii*) Oblong ; and (*iii*) Round.

List of standardized rubber stamps stocked by the Stationery Office.

1. O.H.M.S.
2. Urgent.
3. Book Post.
4. Office copy.
5. Cancelled.
6. Registered.
7. True copy.
8. Immediate.
9. Early.
10. Countersigned.
11. Registered parcel.
12. Sanctioned.
13. Original.
14. Duplicate.
15. Triplicate.
16. Contents received.
17. Confidential.
18. Very Urgent.
19. Pay.
20. Paid.
21. Fine paid.
22. Paid by transfer.
23. Issued.
24. Please return.
25. 29, Police, Provincial.
26. Jails and Convict Settlements.
27. Record.
28. Voucher No.
29. Inward No.
30. Classification.
31. Provincial.
32. Central.
33. Secretary to Government.
34. Passed for Payment.
35. Pay by cash.
36. True extract.
37. General Election (revised).
38. General Election (old).
39. Labour Primary Election.
40. I have the honour to be,

Sir,

Your most obedient servant.

The following rubber stamps are also standardized for the use of the Secretariat Departments (Government Resolution, General Department, No. 7504, dated 31st August 1936) :—

1. "Secretary to Government."
2. "Assistant Secretary to Government."
3. "Service verified up to .....from official records.

Assistant Secretary to Government,
Department."

4. "Orders issued in consultation with the Department. Notes remain in this Department and can be seen when required."

5. "Rebate of income-tax allowed on Rs. on the Pay Bill for 194 ."

Assistant Secretary to Government,
Department."

6. "True Copy.

for Superintendent."

7. "Receipt acknowledged

on No.

8. "Issued

(Dater ".

245. *Supply of accessories.*—Accessories such as ink, pads, brushes, etc., are treated as articles of stationery and are included in the annual indent for stationery. All indenting officers of Government should therefore include such accessories in their annual indent and no supplementary demand need be made.

246. *Rubber stamps on payment.*—Rubber stamps and accessories are supplied on payment to such officers who receive their supplies of stationery, etc., on payment, from the Stationery Office. In this case, bills or invoices are forwarded to them for adjustment or payment in a manner similar to that followed in the case of stationery stores.

247. *Acknowledgment card.*—An acknowledgment card showing the total number of rubber stamps supplied is placed by the Stationery Office in the cardboard box or in the parcel on the top underneath the opening lid. The indenting officer should verify the supply and return the card to the Stationery Office duly signed for audit purposes.

248. *Rubber stamps classed as "Ordinary".*—Rubber stamps classed under the group "Ordinary" are manufactured in three different sizes as stated in paragraph No. 244 (*infra*), viz. :—

(7) The size of the small rubber stamp is up to 4 inches.

(2) The size of the medium rubber stamp is from 4 to 8 inches.

(3) The size of the large rubber stamp is from 8 inches and above.

CHAPTER XV.

SAFES, CASH BOXES, DESPATCH BOXES, CARD INDEX, STEEL CABINETS, CLOCKS AND TIME PIECES.

249. *Source of supply.*—Prior to the year 1930, safes, cash boxes, clocks and time pieces, etc., required by officers of Government were purchased by them departmentally direct. As the purchase of a single article at one time by different officers was found to result in a heavy expenditure, Government proposed to centralize the purchase and on consideration, decided that the Superintendent, Government Printing and Stationery, Bombay, should purchase and supply the articles to all officers of Government free of charge (Government Resolution, General Department, No. 2152, dated 24th September 1929).

The supply of bicycles, bicycle accessories, safes, cash boxes, clocks and time pieces has since been undertaken by the Superintendent, Government Printing and Stationery, and the supply of despatch boxes also was added to this list (Government Resolution, Political Department, No. 6772, dated the 19th October 1931).

Card indexes and steel cabinets are also supplied by the stationery office as per requirements, on the officers' obtaining the sanction of Government (Government Resolution, Home Department, No. 1088/4, dated 19th November 1938 and 18th March 1940).

250. *Directions to indenting officers.*—An officer requiring a safe, cash box, despatch box, cabinet, etc., should obtain the sanction of Government for the supply if it is for the first time and when applying for sanction the following particulars should be furnished :—

(*a*) The number of safes, cabinets, etc., already in use in his office.

(*b*) The year or years in which they were purchased.

(*c*) The necessity for the proposed additional supply.

(*d*) The size and the approximate cost of the article required; and any other particulars which he may desire to specify.

251. *Replacement.*—Safes, clocks, etc., to replace old ones are also supplied by the Superintendent, Government Printing and Stationery, without Government sanction provided the article already in use is on examination considered by him to be quite unsuitable for future use.

252. *Government sanction necessary.*—Mere provision in the budget estimates on account of the supply of articles which are required for the first time cannot be treated as an authority to their purchase and that the specific sanction of Government should be obtained by the indenting officers in such cases in accordance with the existing orders.

253. *Method of supply.*—These articles are not kept in stock by the statonery office. Quotations obtained frequently from local firms

of manufacturers are on the record of the stationery office and when requisitions are received from officers for either of these articles, they are ordered in accordance with the requirements of the indenting officer to be supplied direct by the selected firm. The supplier's bill is paid by the Superintendent, Government Printing and Stationery, on receipt duly supported by an acknowledgment from the indenting officer in token of the receipt of the article supplied.

254. *Clocks and time pieces.*—Clocks and time pieces are kept in stock by the stationery office. A supply of either of these for the first time requires the sanction of Government. New clocks and time pieces to replace old ones can only be supplied, if the old articles in use on examination are considered by the Superintendent, to be unfit for further use.

255. *Time pieces.*—Time pieces with and without alarm are often in demand from the indenting officers. The time pieces are of foreign manufacture and as such cannot be purchased and supplied by the stationery office without the specific sanction of Government. Indenting officers are therefore required to obtain the sanction of Government before they indent for this item on the stationery office.

256. *Encouragement to Indian industries.*—In accordance with the policy of Government to encourage the indigenous industries, clocks manufactured by an Indian firm in Bombay have been approved by Government. Clocks and small handy clocks, the latter being a substitute for the foreign made time pieces, are now stocked by the stationery office for supply to all indenting officers. Clocks are generally supplied for the use of large offices and handy clocks for small offices.

257. *Repairs.*—Clocks and time pieces, as well as cash and despatch boxes are repaired by the stationery office. For this purpose the articles in need of repairs shall have to be sent to the stationery office securely packed and freight paid. On their receipt in the stationery office, they shall be examined carefully and repaired if the cost is reasonable and returned to the officer concerned freight "to pay" the cost of repairs being borne by the stationery office.

258. *Disposal of articles irreparable.*—Old clocks, time pieces and other articles as are considered irreparable and are condemned for further use, shall be sold by auction at the end of each year by the Superintendent, Government Printing and Stationery, and the sale proceeds credited to Government.

259. *Bicycles and accessories.*—The supply of these is entrusted to the Superintendent, Government Printing and Stationery, as stated in paragraph 193 of chapter No. IX. The orders of Government issued from time to time are numerous and the scope of the supply of these being wide and elaborate, the subject has been separately dealt with in Chapter IX of this book.

CHAPTER XVI.

Drawing Materials and Mathematical Instruments.

260. *Method of supply.*—Prior to the year 1930 the practice in force was that the Mathematical Instruments Depots at Bombay and Karachi in charge of the Executive Engineers at the Presidency Division, Bombay and the Karachi Buildings Division, Karachi, supplied all mathematical and scientific instruments and also drawing materials to officers of the Public Works Department only in the Province of Bombay and Sind respectively, while the Superintendent, Government Printing and Stationery, Bombay, supplied similar articles to other departments of Government such as forests, education, land records, surveys, development, etc. The dual control and dual operations that were in force with regard to the purchases and supply of such articles were found to involve considerable expense and inconvenience to indenting officers. It was therefore considered desirable by Government to entrust this work to one agency only instead of two or more organisations, thus securing the most favourable results in making the bulk purchases on more advantageous terms and conditions than before. A definite conclusion was arrived at on this question and it was decided that all mathematical and scientific instruments should, with effect from 1st April 1931, be stocked by the Mathematical Instruments Depots at Bombay and Karachi and supplied from these depots to *all* departments of Government including the Public Works Departments in the Presidency and Sind respectively (Government Resolution, General Department, No. 3119, dated 31st May 1930). It was also decided that all articles of drawing such as papers, colours, pencils, rubbers, etc., required by officers of the Public Works Department and other departments of Government in the Presidency and Sind should be stocked and supplied by the Superintendent, Government Printing and Stationery, Bombay.

261. *Transfer of stock.*—In view of this decision of Government, such of the stock of mathematical and scientific instruments that was available in the Bombay Stationery Stores was, with effect from 1st October 1930, transferred to the Executive Engineer, Presidency, Bombay, and that of the articles of drawing such as paper, colours, pencils, etc., available with that officer was made over to the stationery office (Government Resolution, General Department, No. 3119, dated 31st May 1930).

262. *Basis for the supply.*—On the transfer of such stocks to and from the stationery office, the Superintendent, Government Printing and Stationery, Bombay, with a view to regulate the purchase and supplies of these articles, proposed preparation of model indents on the basis of actual consumption for three preceeding years and orders were issued by Government to all indenting officers to follow the proposed system (Government Resolution, Public Works Department, No. 2703, dated 13th January 1931). The model indents thus prepared by officers were carefully scrutinized by the Superintendent, Government

Printing and Stationery, and on final approval were recorded in the stationery office. All articles of drawing are now supplied by the Stationery Office, Bombay, on a quantitative basis to the extent of the requirements sanctioned in the model indents.

263. *Extension of supply.*—With a view to bring the demands from several officers of one and the same class on an equal footing and to partly reduce the cost on packing and freight, it was decided by Government that all Educational institutions in the Presidency under the control of the Inspector of Drawing and Craftwork, were allowed to obtain a free supply of drawing materials from the stationery office in conformity with their model indents, on annual indents submitted through the inspecting officer at one and the same time along with the supply of stationery (Government Resolution, Educational Department, No. 5049/E, dated 24th June 1932).

Exception.—The office of the Director, Sir J. J. School of Art, Bombay, which annually consumes a large stock of special kinds of drawing articles is treated as an exception to this rule, and is excluded from the operation of these orders (Government Resolution, Educational Department, No. 5049/E, dated 24th June 1932).

264. *Articles stocked.*—Drawing papers, pencils, colours, rubbers, inks and all other necessary articles required for drawing purposes are stocked and supplied by the stationery office. A list of such articles is printed in the indent form No. 4, in Appendix XII of this book.

265. *Conditions of supply.*—All supplies of drawing articles are made by the stationery office free of charge, while articles of mathematical and scientific instruments stocked by the Mathematical Instrument Depots at Bombay and Karachi are supplied to all indenting officers on payment, at book value *plus* 10 per cent. charges for storage and supervision (Government Resolution, General Department, No. 3119, dated 28th August 1933).

266. *Tapes and scales—Classification of.*—Five feet measuring tape (tailoring pattern) is considered a drawing article and is stocked and supplied by the stationery office. Scientific measuring tapes of 100, 50, and 25 feet with leather covers required for the use of survey department and some other officers are classified under mathematical and scientific instruments and are stocked and supplied by the Executive Engineers in charge of the depots concerned at Bombay and Karachi.

267. *School patties and scientific wooden and ivory scales.*—Ordinary school patties, 12″, is considered as an article of stationery and is supplied by the stationery office, whereas scientific wooden and ivory scales with off sets, etc., required by the Public Works Department and survey departments are classified, under scientific instruments and are supplied by the Executive Engineers in charge of the depots concerned.

268. *Limitation of drawing materials to be used by the Public Works Department officers.*—The supply of drawing colours, liquid inks, pencils, etc., used by the Public Works Department officers should be reduced to the undermentioned varieties as far as possible (Government Memorandum, Public Works Department, No. 3612/27-W, dated 30th July 1930).

Colours—

1 Black Indian ink.	6 French blue.
2 Chinese white.	7 Crimson lake.
3 King's yellow.	8 Emerald green.
4 Burnt sienna.	9 Vermillion red.
5 Hooker's green.	10 Prussian blue.

Further variations if required can be gained by combining certain of these colours—

Liquid Inks—

1 Black Indian ink.	6 Prussian blue.
2 Chinese white.	7 Hooker's green.
3 King's yellow.	8 Crimson lake.
4 Burnt sienna.	9 Vermillion red.
5 French blue.	10 Emerald green.

Pencils.—H, HH, HHH, HHHH, HB, F and B.

269. *Drawing papers.*—Cartridge paper, 40″ wide, double elephant, and Royal paper, double elephant, and royal papers of Whatman's make should be used in smaller quantity only for preparing important drawings. For general use cartridge paper is to be used.

CHAPTER XVII.

ELECTRIC BULBS FOR THE MAINTENANCE OF ELECTRIC INSTALLATIONS IN GOVERNMENT BUILDINGS.

Government Resolution, Public Works Department, No. 7102/27, dated 26th October 1932.

Government Resolution, Public Works Department, No. 7102/27, dated 22nd December 1932.

Government Resolution, Public Works Department, No. 7102/27, dated 7th July 1933.

Government Resolution, Public Works Department, No. 1736/36, dated 1st November 1937.

270. *Government orders.*—In modification of the orders issued in the resolutions referred to above, Government have directed that in future the replacement of broken or fused bulbs (lamps) should devolve on the offices in which they are installed and the cost thereof should be met from their own contingent grants. In case any difficulty arises as regards the allocation of lamps for staircases, baths, water closets, etc., between the various offices located in one building, the matter should be settled mutually by the heads of offices in consultation with the Executive Engineer, Electrical Division, Bombay (Government Resolution, Public Works Department, No. 1736/36, dated 16th January 1940).

271. *Source of supply.*—The Superintendent, Government Printing and Stationery, Bombay, should every year call for tenders from the manufacturers and agents for the required quality and quantity of bulbs and get the rates at different places sanctioned by Government for the probable requirements. The names and addresses of the selected tenderers and the rates sanctioned for each variety of bulbs shall be notified by Government in their orders, from time to time.

272. *Method of obtaining the supply.*—The officers of Government at different centres should purchase them from the selected tenderers or their local agents direct at the rates sanctioned and pay for them departmentally from their contingent grants.

273. *Annual requirements.*—The quantity of bulbs for which tenders shall be invited will include the requirements of all Government officers in the Province and of the medical department including those of the Medical Officer in charge J. J. Group of Hospitals, Bombay (J. J. Hospital, Bai Motlibai and Petit Hospitals, Sir C. J. Ophthalmic Hospital and B. J. Hospital for Children).

The requirements of other departments of Government will not vary every year and tenders for a uniform quality and quantity will be called for, while those of the medical department which are likely to be drifted

more or less will first be ascertained from the Surgeon General with the Government of Bombay before tenders are invited by the Superintendent, Government Printing and Stationery, Bombay.

274. *Description of bulbs for which tenders shall be invited—*

Schedule I.—Lamps, General Service, Vaccum type, Metal filament.

B. Cap clear, 10 watts. 230 volts.

15 watts. 230 volts.

25 watts. 230 volts.

30 watts. 230 volts.

40 watts. 230 volts.

60 watts. 230 volts.

Red, blue and green lamps, 230 volts, from 15 to 40 watts.

Red, blue and green lamps, gas filled, 60 watts., 230 volts.

Schedule II.—Lamps, General Service, Gas-filled, Metal filament.

230 volts, clear, inside frosted, opal or pearl.

15, 25, 40, 60, 75, 100, 150, 200 and 500 watts.

Schedule III.—Carbon Filament lamps.

230 volts, 32 watts., B. Cap clear.

230 volts, 50 watts., B. Cap clear.

Schedule IV.—Showcase Cylinder lamps.

230 volts. 100 watt.

230 volts. 60 watt.

Orders regarding Electric Installation in Government Buildings.

Government of Bombay, Public Works Department, Circular Memorandum No. 5645/36, dated 8th January 1942.

It has been brought to the notice of Government that for certain Government buildings several estimates for providing additions and alterations to the electric installations had to be prepared and sanctioned during the same financial year as calls for such changes were made from time to time. This causes unnecessary labour in the offices of the Sub-Divisional Officers and the Executive Engineer in having to prepare plans and estimates each time separately and extra expenditure on work-charged establishments and supervision charges. All officers concerned are therefore requested to report their requirements in respect of additions and alterations to the electric installations in Government buildings in their charge to the Executive Engineer, Electrical Division, once at the beginning of each financial year.

CHAPTER XVIII.

CARPETS, DHURRIES, MATS, MATTING, NEWAR OR COT TAPE, BELTING, MATRESS, FURNITURE, ETC.

275. *Source of supply.*—Most of the above articles are manufactured in Government jails in the Bombay Province and all indenting officers should forward their requisitions for such articles to the Inspector-General of Prisons, Bombay Province, Poona, through the Superintendent, Government Printing and Stationery, Bombay (Government Resolution, Home Department, No. 197-V, dated 20th August 1930, paragraph 5.)

276. *Duty of the Superintendent, Government Printing and Stationery.*—The Superintendent, Government Printing and Stationery, shall check the demands carefully and be able to keep in touch with the demands made by officers and maintain a record of articles lasting for a number of years, such as cotton dhurries, cotton carpets, cane and wooden furniture etc.

277. *Payment.*—The bills for the cost of such supplies shall be paid by the indenting officers departmentally from their contingent grants.

278. *Chappals—supply of.*—In partial modification of the orders issued in paragraph 5 of Government Resolution, Home Department, No. 197-V, dated 20th August 1930, referred to in paragraph 275, above the following revised orders were issued by Government for the supply of chappals required by officers of Government (Government Resolution, Home Department, No. 8966/2-E, dated 17th June 1931):—

> That with effect from the year 1932–33, the Superintendent, Government Printing and Stationery, Bombay, should pass on for compliance to the Criminal Tribes Settlement Officer (now designated as Backward Class Officer) in the Bombay Province, all indents for chappals received from officers in the districts of Bijapur, Dharwar and Sholapur and those from officers from all other districts in the Province, to the Inspector-General of Prisons, Bombay Province, Poona.

279. *Procedure followed by the stationery office.*—All requisitions for such articles received from officers of the Government of Bombay are thus scrutinized and passed on to the officers concerned for compliance.

280. *Orders of Government regarding supply of other Jail-made articles.*—It is further laid down that in addition to the articles alluded to in this chapter, many other items can be obtained from the Government jails in the Province if full details of requirements are submitted to the Inspector-General of Prisons, Bombay Presidency, Poona. All officers of Government should thus submit their requisitions for such articles through the Superintendent, Government Printing and Stationery, Bombay, to the Inspector General of Prisons, Bombay Presidency, Poona, for compliance and necessary action.

CHAPTER XIX.

PRICE LIST AND VALUATION OF SUPPLIES.

281. *Rate list.*—Soon after the contracts for the year are approved and finally fixed, the office of the Superintendent, Government Printing and Stationery, shall proceed to prepare a price list for the year. The price list will include all articles printed in the annual indent form for stationery. Rates for articles of a special nature are not printed therein.

282. *Supply of price list.*—A copy of the printed price list will be forwarded to indenting officers only when called for. Supplies of stationery issued from the Stationery Stores, Bombay, are made on a quantitative basis and therefore it is not necessary for each indenting officer to obtain same from the stationery office.

283. *Mode of preparing rate list.*—The stationery office of the Government of Bombay is a service department and as such departmental charges are not to be levied by that office on the contract prices of the articles of stationery, etc., supplied by that office to officers of the Government of Bombay (Government Resolution, General Department, No. 5013, dated 12th June 1929).

284. *Procedure.*—The prices will therefore be fixed in accordance with the procedure outlined below :—

Three series of rates as under are now worked out by the stationery office :—

1. For valuing the supplies made during the year.
2. For valuing the balance left at the end of the year.
3. For charging the supplies made on payment during the year.

(*a*) For working out the rates for item No. 1, the following method is adopted :—The total quantity of each article issued during the year is first allocated between (*i*) the opening balance and (*ii*) the new purchases made during the year. For the opening balance, the value of the closing balance is taken and the new purchases are priced at the rates actually paid for each supply received in the stores in the order of date during the year. These two figures (the latter to the extent of the actual supplies) are totalled up and the average rate is struck off for valuing the supplies made during the year.

(*b*) Rates for stores mentioned at item No. 2 are worked out as under :—

The quantities purchased towards the close of the year which ordinarily make up the closing balance on hand on 31st March are valued at the rates actually paid for and the total balance available valued at the rate struck off on the average of each article.

(c) For rates for supplies specified at item No. 3, the total annual consumption of each article is taken to the extent of the previous year. The fresh quantity to be purchased to supplement the closing balance available under item No. 2 for making up the total requirements of the year is then determined. The fresh stock of each article to be purchased for supply is valued at the contract rates for the year and after totalling up the closing balance and the new purchases, the average rate is struck off, adding 5 per cent. for handling and wastage (*vide* orders issued in Government Resolution, General Department, No. 161, dated 25th March 1922).

A further 10 per cent. to cover departmental charges is also added to the total value of the supplies made to chargeable officers. (Government Resolution, General Department, No. 5013, dated 28th April 1931).

285. *Chargeable officers*—

(1) All commerical departments of the Government of Bombay ;

(2) The Central offices located in the Province of Bombay ;

(3) Officers of other Governments ;

(4) Officers of the Development and Lloyd Barrage Departments.

Government have decided not to supply stationery articles on payment to local bodies without the express sanction of Government. (Government Resolution, General Department, No. 7436, dated 18th March 1929). The question of recovering departmental charges from these officers does not therefore arise.

286. *Purchases in India.*—The prices of purchases made in India will be fixed on the contract rates for the year *plus* 5 per cent. charge to cover handling and wastage.

287. *Stores obtained from England.*—The actual sterling price as per invoices is converted into Indian rupee value on the average exchange rate prevailing during the month (such exchange rates are communicated by the Accountant General, Bombay, every month) and the charges actually paid, as under, are added to the original price paid in England :—

1.	Packing and Steamer freight, etc. ..	Paid in England.
2.	Home and Insurance, etc.	
3.	Customs Duty paid	Paid in India.
4.	Port Trust charges..	

Note.—For the purpose of valuing the stores in lump, the prices shall be calculated to the nearest anna. Six pies and above shall be taken as one anna, the rest being altogether ignored.

Note 2.—The date of sailing of a steamer from England is considered to be the date of purchase in England for settling the average exchange rate prevailing during the month.

Orders on the addition of departmental charges on the cost of supplies made from the Bombay Stationery Office.

Paragraph 1 of Government Resolution, General Department, No. 5013, dated 12th June 1929 :—

"Government are pleased to direct that as the Bombay Stationery Office is a Service Department, departmental charges should not be levied by that office on the articles supplied to the provincial officers under the Government of Bombay."

Government Resolution, General Department, No. 5013, dated 28th November 1929 :—

"Read again paragraph 4 of Government Resolution, No. 5013, dated the 12th June 1929.

RESOLUTION.—Government are pleased to direct that in future a departmental charge of 10 per cent. should be levied on articles supplied on payment by the stationery Office to (*a*) the Commercial Departments of the Government of Bombay, (*b*) the Central Officers in the Presidency, (*c*) other Governments, and (*d*) the Development Department and Lloyd Barrage Department. As Government have decided not to supply articles of stationery on payment to the Local Bodies without the express sanction of Government (*vide* Government Resolution No. 7436, dated 18th March 1929), the question of recovering departmental charges from them does not arise."

Government Resolution, General Department, No. 7436, dated 18th March 1929.

Letter from the Superintendent, Government Printing and Stationery, No. A.B. 3433, dated the 4th February 1929 :—

"I have the honour to report that this office supplies stationery articles on payment to certain Local Bodies, but no Municipalities have yet been supplied with stationery articles. Some of the Municipalities are now sending their indents to this office for their supplies as they have probably discovered that they can obtain stationery articles from this office at more favourable rates.

I have therefore to enquire whether this office should supply stationery articles to Municipalities on payment in future.

RESOLUTION.—Government are pleased to direct that the supply of articles of stationery made on payment by the Stationery Office at present to Local Bodies should be discontinued and that in future no articles should be supplied to such bodies or other private institutions without the express sanction of Government."

Government Memorandum, General Department, No. 7436/G, dated the 17th July 1929 :—

"The undersigned presents compliments to the Commissioner in Sind, and with reference to his Memoranda No. 16486-G, dated the

14th May 1929 and 10th June 1929, on the subject of the supply on payment of stationery articles to the District Local Boards, Nawabshah and Larkana, from the Government Stationery Office, is directed to say that Government consider that Local Bodies should obtain their stationery locally or from the nearest big town. They also do not consider it desirable that the Stationery Office should compete with private manufacturers and traders. In these circumstances and as it is convenient that a common principle of supply should be followed in the case of all quasi Government institutions, Government regret that they cannot reconsider the orders passed in Government Resolution, General Department, No. 7436, dated the 18th March 1929, and sanction the requests made by the District Local Boards, Nawabshah and Larkana, for special treatment."

Government Resolution, General Department, No. 5013, dated 28th April 1929 :—

RESOLUTION.—The supply of stationery articles on payment to the Central Officers should be discontinued.

The supply on payment of woollens required for peons' clothing by Central Officers should be continued and a 10 per cent. departmental charge should be levied on the cost of the supply made. Some officers of Government in the Bombay Province are authorised to obtain their supplies of stationery *on payment* from the Stationery Office. A departmental charge of 10 per cent. should be levied on articles supplied on payment.

CHAPTER XX.

FREIGHT CASES—DISPOSAL OF.

288. *Orders of Government.*—Under arrangements sanctioned in the year 1888, as per Government Resolution, Finance Department, No. 3910, dated 19th December 1888, cases containing miscellaneous stores and publications meant for both civil and military officers and for department of the Government of India, the Provincial Governments and various institutions and bodies in India are received from the Director General of Stores, India Store Department, London, by the Superintendent, Government Printing and Stationery, Bombay, acting as the Indian Exchange Distributing Agency. The stationery office distributed the contents of the cases to the addressees concerned and the cost incurred on postage and other incidental charges in this connection was wholly borne by the Government of Bombay.

289. *Changed procedure.*—Owing to the enactment of the Government of India Act of 1935 and under the changed constitutional relationship between the Central and the Provincial Governments, it would no longer be proper for the Government of Bombay to bear the whole cost of distribution. On a question on this analogy raised by the Superintendent, Government Printing and Stationery, Bombay, the Government of Bombay have decided that the existing arrangement of distribution should continue provided the Government of India and other Provincial Governments and Institutions agree to accept a debit on account of the cost incurred on the distribution on postage and other items.

290. *Government of Burma.*—In view of the separation of Burma from India, the Director General, India Store Department, London, was requested to send the stores and publications intended for officers and institutions in Burma direct and the Government of Burma has agreed to this arrangement (Government of Burma letter No. 732/37 (2919), dated 29th September 1937.

291. *Indian States.*—Stores and Publications for Indian States will not in future be sent to the Superintendent, Government Printing and Stationery, Bombay (Letter No. S. 5410/37, dated 25th July 1939, from the Director General, India Stores Department, London, to the Secretary to the Government of Bombay in the General Department).

292. *Defence Department.*—It has been arranged that packages containing stores for the Defence Department should be addressed to the Ordnance Officer, Ordnance Depot, Bombay and Military Publications intended for that department should be forwarded to the Embarkation Commandant, Bombay. (Government of Bombay, General Department, letter No. 1923/33-A, dated 9th October 1937, to the Director General of Stores, India Store Department, London).

293. *Government of India and other Provincial Governments except Government of Madras.*—It has also been ordered that in the case of the

Government of India and other Provincial Governments, stores and publications received by the Superintendent, Government Printing and Stationery, Bombay, should be distributed as hitherto and the charges actually incurred by him on postage, etc. with an addition of 33⅓ per cent. as overhead charges be debited to the budget grant of the Governments concerned and adjusted every month by book transfer through the relating Accounts Officers. (Government Resolution, General Department, No. 1923/33, dated 10th March 1938).

294. *Government of Madras.*—In the case of the Government of Madras, the cost of distributing the stores and publications should not be recovered from the individual departments, officers and institutions, but should be recovered from the Presidency Port Officer (Consignment Section), Madras. (*Vide* orders issued in Government Resolution, General Department, No. 1923/33, dated 28th September 1938).

295. *Procedure followed by the Stationery Office, Bombay.*—The office of the Superintendent, Government Printing and Stationery, Bombay, maintains separate accounts month by month for the Government of India and for each Provincial Government showing the cost incurred on postage, etc., in each case (Government Resolution, General Department, No. 1923/33, dated 19th October 1937, paragraph 2).

The account of the Government of India should cover stores and publications distributed to (*i*) officers, departments and institutions under the jurisdiction of that Government, wherever they may be stationed or situated, and (*ii*) officers, departments and institutions in Centrally administered areas (e.g. Delhi, Ajmere-Merwara, Baluchistan, etc.). The account for each Province should cover stores and publications distributed to the officers and departments of the Province and to institutions other than those which are under the direct control of the Central Government.

Freight Cases.

Distribution of publications and miscellaneous stores received from the Director General of Stores, India Store Department, London, by the Superintendent, Government Printing and Stationery, Bombay.

General Department Resolution No. 1923/33, dated 9th October 1937.

Read letter from the Superintendent, Government Printing and Stationery, No. S. B. 1683, dated the 8th March 1937.

Read letter to the Government of India and to all Provincial Governments, No. 1923/33-A, dated 18th August 1937.

Read replies of the Government of India and some of the Provincial Governments.

RESOLUTION.—Under arrangements made in 1888, cases containing miscellaneous stores and publications meant for officers and

departments of the Government of India and the several Provincial Governments and for various institutions in India are received from the Director General, India Store Department, London, by the Superintendent, Government Printing and Stationery, Bombay, who distributes the stores and publications to the addresses. After consulting the Government of India and the other Provincial Governments the Government of Bombay are pleased to direct that with effect from 1st October 1937, the charges actually incurred on postage, packing and other incidental expenses in the case of stores and publications distributed to officers, departments or institutions outside their jurisdiction, should be recovered from the Government concerned.

2. The Superintendent, Government Printing and Stationery, should maintain separate accounts, month by month, for the Government of India and for each Provincial Government showing the cost incurred on postage etc. in each case. The account for the Government of India should cover stores and publications distributed to (*i*) officers, departments and institutions under the jurisdiction of that Government, wherever they may be stationed or situated, and (*ii*) officers and departments and institutions in Centrally administered areas (e.g. Delhi, Baluchistan, Ajmere-Merwara, etc.). The accounts for each Province should cover stores and publications distributed to the officers and departments of the Province and to institutions in the Province other than those which are under the direct control of the Central Government.

3. Separate orders will be issued with regard to the mode of recovery of the charges due from the Government of India and the Provincial Governments.

General Department Resolution No. 1923/33, dated 10th March 1938.

Read Government Resolution, General Department, No. 1923/33, dated the 9th October 1937.

Letter from the Government of India, Department of Education, Health and Lands, No. F. 73–50/37-E, dated the 21st December 1937.

RESOLUTION:—Government are pleased to direct that the cost of distribution of stores and publications received from the Director General of Stores, India Store Department, London, to officers, departments (other than the Defence Department) and institutions under the Government of India and Local Administrations should be debited to the budget grant of the officer, etc., and adjusted monthly by book transfer through the accounts officer concerned.

General Department Resolution No. 1923/33, dated 7th July 1939.

Read Government Resolution, General Department, No. 1923/33, dated the 10th March 1938.

Letter from the Government of Bihar, Revenue Department, No. 1165/IV-S. 6-Com., dated the 16th May 1938.

RESOLUTION.—In amplification of the orders issued in Government Resolution, General Department, No. 1923/33, dated the 10th March 1938, the Government of Bombay is pleased to direct that the cost of distribution of stores and publications received from the Director-General of Stores, India Store Department, London, to officers, departments and institutions under the Provincial Governments should also be debited to the budget grant of the officers, etc., and adjusted monthly by book transfer through the accounts officer concerned as is done in the case of the Government of India.

General Department Resolution No. 1923/33, dated 28th September 1939.

Letter from the Government of Madras, Education and Public, Health Department, No. 28162-B-1, dated the 1st August 1939.

I am directed to invite your attention to Mr. Masterman's letters Nos. 38160-B-2, dated 15th September 1938, and No. 6033-B-5, dated the 31st March 1938, wherein it was explained that provision for the charges in question would be made under a new budget head "25, General Administration"—Agent for Government Consignments B—Other charges, charges payable to the Government of Bombay for the despatch of packets received from England by Government Departments in Madras and that recoveries should not be made from individual officers. It has since been decided that expenditure under this new budget head should in future be controlled by the Presidency Port Officer that correspondence on the subject should be addressed to the Presidency Port Officer (Consignment Section).

I am directed to request that if there is no objection Bombay Government Resolution dated 7th July 1939 may be amended accordingly so far as it relates to this Presidency.

RESOLUTION.—In modification of the orders issued in Government Resolution, General Department, No. 1923/33, dated the 7th July 1939, Government is pleased to direct that so far as the Government of Madras is concerned the cost of distribution of stores and publications received from the Director-General of Stores, India Store Department, London, to officers, departments and institutions should not be recovered from the individual officers but it should be recovered from the Presidency Port Officer (Consignment Section) as requested by the Government of Madras in their foregoing letter.

CHAPTER XXI.

DISTRIBUTION OF AMERICAN PUBLICATIONS.

296. *Procedure previously in force.*—Prior to the year 1919, packets containing publications issued under the auspices of the Government of the United States of America, and meant for free distribution to the various Government institutions, private bodies, associations, etc., in India, Burma and other adjoining places, were received in the Office of the Superintendent, Government Printing and Stationery, Bombay, through the Director-General, India Store Department, London. This procedure was considered by the authorities concerned very expensive and resulted in considerable delay in the receipt and transmission of the books and publications to the various addresses in India, Burma and other places.

297. *Changed procedure.*—At the instance of the Home Authorities and the Government of India, the Government of Bombay undertook the distribution of these packets free of charge, and instructions were given to the Secretary, Smithsonian Institution (International Exchange Service, U. S. A.), Washington, to send the consignments of such publications direct to the address of the Superintendent, Government Printing and Stationery, Bombay, who was entrusted with the work of their distribution and transmission to the addressees under the frank of his office as the Indian Exchange Distributing Agency. This work was done by that Officer until recently and the Government of Bombay has borne the charges wholly incurred on their distribution (Government Order, General Department, No. 172, dated 8th January 1919).

298. *New arrangement.*—The Government of India Act of 1935, however made this arrangement null and void and owing to the changed constitutional relationship between the Central and the Provincial Governments, it was, on a question raised by the Superintendent, Government Printing and Stationery, Bombay, decided that it was improper on the part of the Government of Bombay to bear the whole cost of distribution. The arrangement in force, was, however, ordered to be continued by the Government of Bombay provided the Central and other Provincial Governments agreed to accept the debit on account of the postage and overhead charges incurred by the Superintendent, Government Printing and Stationery, Bombay, in the transmission of the packets intended for the several addressees within their jurisdiction.

299. *Payment of charges.*—Several Provincial Governments, Indian States and other bodies have agreed to bear the cost of the distribution incurred by the stationery office. The Government of Bombay have accordingly issued orders in their General Department Resolution No. 2363/33, dated 26th March 1941, that the American publications received through the International Exchange Service (Smithsonian Institution, U. S. A., Washington) should be distributed by the Superintendent, Government Printing and Stationery, Bombay, only to those

Governments, Indian States and Institutions, as printed below, who have agreed to bear the cost of the distribution of the publications in question.

300. List of Governments and Indian States, etc., who have agreed to bear the cost of distribution:—

	Name.	Publications intended for
1.	Government of Bombay ..	Officers, departments and Institutions in their jurisdiction.
2.	Government of Madras ..	Do.
3.	Government of Bihar ..	Do.
4.	Government of India ..	Do.
5.	Government of the United Provinces.	Do.
6.	Government of the Punjab ..	Do.
7.	Government of Sind ..	Do.
8.	Coorg Administration ..	Do.
	Indian States.	
9.	Travancore Government ..	Do.
10.	Pudokkottai Darbar ..	Do.
11.	Cochin Government ..	Do.
12.	Bhavalpur Darbar ..	Do.
13.	Baroda Government ..	Do.
14.	Bikaner Government ..	Do.
15.	Jaipur Government ..	Do.
16.	Jodhpur Government ..	Do.
17.	Aundh Darbar ..	Do.
18.	Patiala Government ..	Do.
19.	Mysore Government ..	Do.
20.	Sangli Darbar ..	Do.
	Other Bodies.	
21.	University of Allahabad ..	The University.

301. *Supply and Recoveries.*—The Superintendent, Government Printing and Stationery, Bombay, shall accordingly supply the publications to the Governments, Indian States and institutions on receipt from America and recover the charges on account of the actual postage paid by him and 33⅓ per cent. as overhead charges for forwarding the publications in a manner indicated by the several Governments, Indian States and bodies from time to time. In the case of the addressees who have not suggested any particular procedure, the cost of distribution shall be recovered either in cash or by book adjustment through the accounts officers concerned.

302. *Method of recovery—Adjustment and credit.*—The expenditure on account of the clerical labour, etc., made by the Superintendent,

to Government Printing and Stationery, Bombay, shall be debited to the budget head "56—Stationery and Printing" and the receipts on account of postage, overhead charges including the expenditure on account of the clerical labour, etc., and recovered from the addressees, shall be credited to the budget head "XLV—Stationery and Printing" (paragraph 4 of Government Resolution, General Department, No. 2363/33, dated 26th March 1941). A charge of 33⅓ per cent. is considered suitable to cover all overhead charges incurred by the Superintendent, Government Printing and Stationery, Bombay, and shall, therefore, be recovered from the addressees who have agreed to bear the cost of distribution.

303. *Refund of Claims irrecoverable.*—(*a*) The Secretary, Smithsonian Institution, U. S. A., in his letter dated 20th February 1940, to the Secretary to Government of Bombay, General Department, has agreed to refund the expenses, on presentation of a statement giving the amounts connected with the transmission of the packets which the Superintendent, Government Printing and Stationery, Bombay, is unable to collect from the Provinces and which cannot be delivered free under frank.

(*b*) *Orders of Government.*—The Superintendent, Government Printing and Stationery, Bombay, should submit to Government in the General Department, such statements of expenses from time to time to enable the Government of Bombay to recover the amount from the Smithsonian Institution, U. S. A. (Government Endorsement, in the General Department, No. 2363/33/G, dated 30th April 1940).

Letter No. 2363/33/C, dated 22nd December 1938 from the Secretary to the Government of Bombay, to the Secretary, Smithsonian Institution, Washington, D. C., C/o the Collector of Customs, Port of New York, U. S. A.

I am directed to refer to your letter dated 15th March 1918, addressed to the Under Secretary of State for India, Record Department, London, on the subject—"arrangements for the exchange of official publications between the United States of America through the Smithsonian Institution as their authorised agents and the various Governments and administrations in India"—and to state that under an arrangement made in 1919 packages containing official publications of the Government of the United States of America meant for distribution to the various Government institutions, private bodies, Associations, etc., in India are received through the Smithsonian Institution by the Superintendent, Government Printing and Stationery, Bombay, and are distributed by him to the addressees. It has now been brought to the notice of Government that packages meant for institutions, etc., situated in countries outside India, such as Burma, Japan, China, Holland, Java, etc., as well as institutions etc., that come under the jurisdiction of foreign Governments in India, such as the Portuguese Government, are also sent to the Superintendent, for distribution to the addressees. I am, therefore, to request that publications meant for such institutions, etc., may please be sent direct

the institutions or to the Governments under whose jurisdiction they come and not to the Superintendent, Government Printing and Stationery, Bombay. In this connection I am to enclose a copy of this Government letter No. 2363/33/C, dated the 22nd December 1938, to the Government of Burma for your information.

Letter No. 2363/33/C, dated 6th December 1939, to the Secretary, Smithsonian Institution, Washington, D. C., C/o the Collector of Customs, Port of New York, U. S. A.

With reference to the correspondence ending with your letter dated the 29th July 1939 on the subject—" arrangement for the exchange of official publications between the U. S. A. through the Smithsonian Institution as their authorised agents and the various Governments and Administrations in India "—I am directed to state that the previous arrangement aprroved by the Government of India under which the work of distributing publications received from your institution at public expense was entrusted to the Superintendent, Government Printing and Stationery, Bombay, is now out of date in view of the enactment of the Government of India Act, 1935, and the inauguration of Provincial Autonomy. The Government of Bombay accordingly cannot be expected to bear the charges of distributing the publications received from your institution to the various Provincial Governments and Indian States.

2. I am to forward herewith copies of the letters* mentioned in the accompanying list and to request that in the circumstances stated in the letters you will be so good as to send the publications intended for the Provincial Governments and the Indian States mentioned below to them direct :—

(1) Government of the North-West Frontier Province.

(2) Indore State.

(3) Dewas (Junior) State.

(4) Bhopal State.

(5) Kashmir State.

(6) Idar State.

(7) Bhavanagar State.

(8) Dholpur State.

(9) Government of Orissa.

(10) Government of Bengal.

(11) Government of Assam.

(12) Government of C. P. and Berar.

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* Not printed.

Letter No. 2363/33/C, General Department, dated 22nd December 1938, from the Secretary to the Government of Bombay, General Department, to the Secretary to the Government of Burma, Education Department [Education (I) Branch], Rangoon.

In modification of this Government letter No. 2363/33/D, dated the 8th March 1938, and in reply to your letter No. 45 QS. 38 (390), dated the 24th March 1938, on the subject of the question of recovery of charges incurred on account of distribution of—from the Government of India and other Provincial Governments, I am directed to say that on reconsideration, the Government of Bombay regrets that it will not be possible for it to continue the arrangement at present in force regarding the distribution of the publications of the Smithsonian Institution, Washington, to the addressees in Burma even when the Government of Burma is prepared to accept the debit of the charge on account of postage and overhead charges, etc., involved in forwarding packages meant for its officers and departments or for institutions within its jurisdiction. I am, therefore, to request that the Secretary of the Smithsonian Institution may be asked to supply the publications to your officers, etc., direct from the Institution. In this connection I am to enclose for your information a copy of this Government letter* No. 2363/33/C, dated the 22nd December 1938, to the Secretary, Smithsonian Institution.

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*Printed above.

CHAPTER XXII.

ANNUAL STOCK-TAKING OF THE STORES IN THE STATIONERY OFFICE ON 1ST OF APRIL.

Government Resolution, General Department, No. P-101-B, dated 20th March 1924.

Government Resolution, General Department, No. P-101, dated 19th March 1925.

Government Resolution, General Department, No. P-101/7941-C, dated 9th July 1929.

304. *Deputation of an officer from the General Department.*—In accordance with the orders issued by Government on the subject (Government Resolution, General Department No. P. 101/7941-C, dated 9th July 1929, the stock of stores in the stationery office shall be verified every year, with reference to the balances appearing in the stock registers maintained by the account section of the stationery office, on the dates of verification, by a responsible officer of the status of an assistant superintendent in the General Department of the Government of Bombay, to be deputed by Government. On an intimation from the Superintendent, Government Printing and Stationery, the General Department shall arrange to depute an officer every year for the purpose and report his name to the Superintendent, Government Printing and Stationery.

305. *Date of stock-taking.*—The stock-taking work shall commence on or as soon as possible after 1st of April. The period of stock-taking will not ordinarily exceed four weeks. During the period of stock-taking the issues and receipts of stores will ordinarily be suspended. Urgent demands may, however, be complied with underthe express orders of the Superintendent, if delay in supplying the stores idented for is likely to cause inconvenience to the public service.

306. *Indian-made articles.*—It will be the duty of the storekeeper of the stationery stores to see that prior to the annual stock-taking the balances on hand are reduced to a minimum. Heavy stocks of stores kept in a loose condition will be carefully repacked in cases and properly labelled with the correct contents marked on each and the supplies of Indian-made articles will not be accepted between 1st April and the date on which the stock-taking is completed, unless they are actually required for issue in whole or in part during those days.

307. *Arrangement of stock and directions for stock-taking.*—The storekeeper shall take care to arrange all stores of one particular class or description in one place as far as possible. In case a stock of one particular item is kept at different places, the stock-taking officer shall first verify the loose stock and along with shall count the packed up supply (either in boxes or bales as the case may be) thus verifying the whole stock of that item at one and the same time. It the loose stock consists of boxes,

packets or bundles, of a uniform size and with their original packing intact, it shall suffice, if the boxes, packets or bundles are counted in detail and 5 per cent. of each particular class, selected at random, opened and tested. All broken boxes, packets or bundles shall however be verified in detail.

308. *Unopened stock.*—The bales or cases of each particular class of article in the unopened stock shall be counted in detail and only 2 per cent. of the bales or cases selected at random of every kind of stock, opened and examined in details, the examination of the rest being left to the discretion of the stock-taking officer.

309. *Disagreement.*—When during the course of stock-taking the stock-taking officer and the storekeeper disagree on any particular question, the matter shall at once be referred to by the stock-taking officer to the Superintendent, Government Printing and Stationery whose orders shall be final.

310. *Stock-taking register.*—A separate register shall be maintained by the Stationery Office for the stocks verified. Before closing the day's work, the stock-taking officer shall enter in this register all items seriatim to the order verified by him every day with complete description and the total quantity found by him at the time of stock-taking, under his initial and shall keep the register under lock and key in his own charge for use, the next day.

CHAPTER XXIII.

SURVEY OF FOREIGN GOODS DELIVERED IN A DAMAGED CONDITION.

311. *Survey.*—Government Resolution, General Department, No. 7538, dated 20th November 1930. On receipt of an intimation from the Port Trust Authorities, the consignee should arrange for a survey being held on the damaged goods with a representative of the Shipping Agents and the Port Trust.

312. *Members of the committee.*—The two members of the survey committee (the representative of the Shipping Agents and the Government consignee) must be present simultaneously at the survey.

313. *Condition.*—They must agree as to the facts of the damage, i.e., outward condition of packages, nature and extent of damage.

314. *Conclusive agreement.*—The consignee's representative should endeavour to reach an agreement with the Agents' representative as to the probable cause of damage and the liability of the carriers without however agreeing to any compromise.

315. *Report on the survey.*—In the event of a failure to agree on the issues in paragraph 314 above, the survey report should be noted accordingly together with the reasons for disagreement, each side recording its own view.

316. *Liability.*—The liability should then be settled by the Accountant General in consultation with the Shipping Companies.

317. *Nature of survey.*—The attention of all departments who appoint representatives at surveys should be drawn to the necessity of ascertaining the nature of the receipt held by the ship from the Bombay Port Trust, and thereafter, at the survey, of noting particularly the condition and shortage, marks and number of each individual package for subsequent check with the Port Trust Remark Lists in the event of a claim being disputed.

318. *Port Trust nominee and others.*—The Deputy Manager, Bombay Port Trust, should represent Government at all surveys. Government departments located in Bombay should however continue to send their own representatives as this will materially help to a correct assessment of the extent of the damage.

CHAPTER XXIV.

STANDARD AND DESTANDARDIZED FORMS AND STANDARD ENVELOPES.

319. *Printing by the Yeravda Prison Press.*—The work of the Yeravda Prison Press is almost entirely limited to the printing and stocking of standard and destandardized forms and envelopes. Standard and destandardized forms are printed and supplied with special reference to the orders in Government Resolution, Judicial Department, No. 8, dated 4th January 1909, and Government Resolution, General Department, No. 700, dated 25th January 1914.

320. *Maintenance of the printed catalogue and preparation of indents.*—A complete printed catalogue showing standard and destandardized forms and envelopes stocked and supplied by the Yeravda Prison Press is supplied to each indenting officer. The catalogue which is periodically revised shows the several forms by different departments of Government and the indenting officers shall abstract therefrom whatever forms are required and note them carefully in the revised indent form for submission to the Manager, Yeravda Prison Press, through the Superintendent, Government Printing and Stationery.

321. *Additions to, alterations in, or cancellations of the existing forms.*—The catalogue should be kept up-to-date by each indenting officer adding thereto or deleting therefrom any forms subsequently standardized or old forms abolished from time to time, in accordance with the orders of Government or instructions from the heads of departments, as required by Government Resolution, General Department, No. 927, dated 9th June 1922. No new form or envelope which is not sanctioned by Government shall be added to the catalogue.

322. *Submission of indents by officers entitled to a free supply.*—Indents for free supply of forms from officers of the Government of Bombay and other local bodies who are entitled to a free supply of such forms, should be prepared on the printed form supplied by the Yeravda Prison Press and forwarded through the Superintendent, Government Printing and Stationery, Bombay, so as to reach the press in the prescribed months as shown in the printed catalogue. No indent on the press shall be accepted unless the indenting officer has a model indent as sanctioned by his controlling officer on the file of the Superintendent, Government Printing and Stationery, Bombay.

323. *Submission of indents for a supply on payment.*—Officers of the commercial undertakings of the Government of Bombay should send their indents through the Superintendent, Government Printing and Stationery, Bombay, whereas indents from other institutions which pay for the forms need not be sent through that officer.

324. *Indents from officers of the Central Government.*—Indents from officers of the Central Government need not be sent through the Superintendent, Government Printing and Stationery, Bombay, but should be

forwarded through the Deputy Controller, Printing and Stationery, New Delhi, whose previous sanction is necessary for such supplies from the presses of the Provincial Government.

325. *Annual and supplementary indents.*—No requisition other than the annual indent can be complied with except under very exceptional circumstances. It is, therefore, necessary that all forms and envelopes required for the following year are indented for and included in the annual indent.

326. *Revised annual indent form.*—The present revised annual indent form (Outer Genl. 161-e) is to be used with as many inner sheets (Genl. 161-e inner) as are required for the completion of the annual demand. The form of the inner sheet is prepared in sets of three copies. Pen carbon paper should be used in writing for the duplicate and triplicate copies. The triplicate copy should be detached and kept as office copy by the indenting officer. The remaining two copies should be put in the outer cover form (Genl. 161-e) and forwarded to the Manager, Yeravda Prison Press, through the Superintendent, Government Printing and Stationery, Bombay. The duplicate copy is treated as advice note and is to be returned by the indenting officer signed and completed to the Yeravda Prison Press direct in support of the stock of forms received by him.

327. *Registration of indents at the Yeravda Prison Press and allotment of the registered numbers.*—A permanent register is maintained by the Yeravda Prison Press of all indenting officers of Government and those of other bodies financially independent of Government, who obtain their stock of forms and envelopes from that press. The registered number allotted to each officer is communicated to him. This number should, therefore, be quoted on all indents without omission and on further correspondence on the subject.

328. *Full details necessary.*—Certain forms are authorised and printed in outer and inner sheets and some forms are maintained in bound books and loose sheets as shown in the printed catalogue. In such cases, indenting officers should note full details such as outer or inner sheets, loose or bound books, etc., in the remarks column in their indents to avoid an incorrect supply of forms, etc., and consequent correspondence. Bound books are stocked in several sizes. Indenting officers should therefore state in their indent the number of leaves required in each book when the bound books are of more than one size.

329. *Supply of indent forms.*—One outer printed form and the required sets of inner sheets of the annual indent form as also the forms of supplementary indent and advice note (Forms Nos. Gen. 89e and 161A-e) required for the ensuing year should be obtained by the indenting officer along with the supply of the annual indent of the previous year.

330. *Statement of months in which the indents of each department should reach the Press.*—The following is the statement of departments

showing the months in which the indents should reach the press :—

April—

(1) Secretariat.

(2) Cantonment authorities, municipalities, local boards, village panchayats and benches, etc.

(3) Medical.

June—

(1) Public Health.

(2) All Departments of the Central Government.

(3) Industries, Information and Labour Office.

(4) Revenue, Magisterial and Treasury (except offices on the sea-coast).

August—

(1) Excise and Opium (except the Nasik Distillery).

(2) Agriculture and Veterinary.

(3) Stationery and Printing.

(4) Commercial Undertakings.

October—

(1) Revenue, Magisterial and Treasury offices on the sea-coast.

(2) Jails.

(3) Registration.

(4) Police.

December—

(1) Educational and School Boards.

(2) Public Works Department (except commercial undertakings under the Public Works Department).

February—

(1) Judicial.

(2) Forests (except commercial undertakings under the Forest Department).

331. *Destandardized forms.*—All destandardized forms are now printed at the Yeravda Prison Press and are included in the printed catalogue. Indenting officers should therefore include their requirements

in their annual indent along with the standard forms (Government Resolution, General Department, No. S. 62, dated 15th March 1935).

332. *Instructions for the indenting officer for the preparation of the indent.*—The following information should invariably be furnished by the indenting officer on the outer cover and the inner sheets of the indent with a view to facilitate work in the press :—

(Page 1 of the Outer cover).

(*a*) Indent Register number allotted to the indenting officer by the Yeravda Prison Press.

(*b*) Head of account under which the indenting office is budgetted. Officers who are prepared to pay cash for the forms need not furnish this information. They should state whether they wish to pay the value of the forms in advance as per Government Resolution, General Department, No. 8921, dated 23rd August 1932. In the absence of any instructions in this respect, the supply to these officers will be sent by V. P.

(*c*) Number and date of the indenting office that will be referred to in the correspondence relating to the indent.

(*d*) Number of sets of inner sheets used for the indent.

(*e*) Signature and designation of the indentng officer after completing the certificates 1 to 4 printed above these entries.

(*f*) Particulars of address to which the consignment is to be sent.

(Inner Sheets).

(*g*) Serial number of the set of inner sheets. These sets should be serially numbered and the total number of sets used should be stated on the cover (*vide* " d " above).

(*h*) Indent register number referred to in (*a*) above.

(*i*) Name of the indenting officer.

(*j*) *Heading of column 5.*—The language (other than English) in which the forms are required.

Note.—Officers who are prepared to pay cash for the forms asked for, need not fill in columns 2 and 3 of the indent.

333. *Supplementary indents.*—Supplementary indents should be avoided as far as possible ; but if it becomes absolutely necessary owing to special reasons, one such indent is admissible in a year (Government Resolution, General Department, No. 927, dated 11th January 1927). Supplementary indents should be preferred on the authorised form (Gen. 89) and forwarded through the controlling officer (Government Resolution, General Department, No. 8, dated 4th January 1909).

Advice Notes.

334. *Advice note and its return.*—All supplies made by the press will be accompanied by an advice note. The advice note should be returned to the Yeravda Prison Press duly signed within two weeks from the date of receipt of the forms and envelopes shown therein, as it is required to be produced for audit purposes in support of the supplies made by the press. In default of such return and in the absence of a complaint of non-receipt, etc., after the issue of one reminder from the press, the supply will be presumed to have been correctly received (Government Resolution, General Department, No. 4604, dated the 10th June 1914).

335. *Detaining return of the advice note.*—Each consignment has its own advice note and indenting officers should not, therefore, detain an advice note for part supply waiting for the full compliance of their indents. The items in arrear on the indent are encircled out of the first advice note forwarded to the indenting officer. In cases of complaints of short receipts, such items should not therefore be included.

336. *Discrepancies.*—Discrepancies, if any, should be shown in red ink and duly attested on the advice note. They should form the subject of a separate letter, giving reference to the advice note and date, if any action is necessary. Forms supplied should not be returned until after a reference to the Press.

337. *Samples of forms.*—When a sample of any form is asked for in the advice note for the guidance of the Press, it should be supplied when returning the advice note. If not, the item will be deleted from the indent.

338. *Description of paper used and the class of binding.*—Each class of paper used for the manufacture of the forms and envelopes and the class of binding applicable to the standard forms are distinguished with initial letters for the sake of brevity and all this information in detail is already given in the printed catalogue referred to in paragraph 320. A reference to the catalogue will solve the difficulty.

339. *Transmission of indents to the Yeravda Prison Press.*—All indents received in the office of the Superintendent, Government Printing and Stationery, Bombay, are verified in all respects in accordance with the procedure laid down above and are transmitted to the Yeravda Prison Press for compliance if they are found to be in order.

340. *Return of incomplete indents.*—Incomplete indents are returned to the indenting officer with a forwarding Memo drawing attention to the particular item of objection.

341. *Supply of case boards and straw board pieces.*—Case boards (Gen. No. 139) and straw board pieces, $2\frac{1}{4}$ lb., $9\frac{1}{2}'' \times 14\frac{1}{2}''$, are supplied in quantities sanctioned by Government in the list appended to the

Government Resolution, General Department, No. 763, dated 3rd August 1925, and as modified and sanctioned by Government from time to time. A record of complete and up-to-date list of such altered requirements is maintained by the stationery office and all demands made by officers are checked and regulated in accordance with the details available.

342. *Secretariat slips.*—Secretariat slips are intended for the use of the secretariat departments only. They can, however, be issued to such other officers whose requirements have been specially sanctioned by Government.

343. *Supply of special forms.*—All special forms required by Government departments are printed by the Government Central Press, Bombay, under special orders of Government and are supplied direct.

344. *Stocks in excess and regulation of demand.*—The fact that a model indent shows the maximum quantity of each form that may be supplied by the press, does not mean that that quantity will be supplied as a matter of course. The quantity asked for must be justified by the balance in hand. If the stock on hand and the fresh demand are together in excess of the maximum quantity allowed in the model indent, a satisfactory explanation for the excess must be furnished by the indenting officer through the controlling authority.

345. *Model indents.*—There is no printed form of model indent. The model indents sanctioned by the controlling officers are kept in the office of the Superintendent, Government Printing and Stationery, Bombay, to enable that office to check and scrutinize the fresh demands made by the indenting officers.

346. *Cheque books.*—Cheque books are treated as standard forms and local bodies and Non-Government institutions may obtain them on payment from the Manager, Yeravda Prison Press (Government Memorandum, Finance Department, No. 5102/A, dated 17th April 1928).

347. *Supplies by V. P. P.*—With a view to effect prompt recovery of claims, Government have directed that in all cases where the cost of the supplies is to be recovered in cash, the supplies should be sent by value payable post. Where the consignment does not admit of its being sent by post, the same will be sent by rail or steamer and the railway or steamer receipt shall be sent by V. P. P. Cost of supplies made to institutions in Poona shall be recovered on delivery.

348. *Economy slips.*—With a view to economy in the use of envelopes, economy slips (Gen. 162 and 163) should be used by officers of Government as prescribed (Government Resolution, General Department, No. 1185, dated 30th March 1922).

349. *Desk Diaries.*—Desk diaries are printed annually at the Yeravda Prison Press and supplied on indents from Government officers only.

350. *Indents for desk diaries.*—Indents for desk diaries should be sent to the Manager, Yeravda Prison Press, annually by the officers in charge of the district administration before 1st of September for the supply of desk diaries for the following year. The district indents shall cover the requirements of the offices subordinate to the district administrations. Diaries are printed in a number only sufficient to cover the demand of the requisitions received within the time specified.

351. *Desk diaries for officers of Central Government.*—Desk diaries are supplied to the officers of the Central Government by V. P. P.

352. *Supply of desk diaries to private bodies.*—Desk diaries shall not be supplied to bodies financially independent of Government or private persons even on payment. (Government Letter, General Department, No. 4140/500C, dated 11th February 1927, to the Superintendent, Government Printing and Stationery, Bombay.)

353. *Quality and scale of supply.*—Only paper-bound diaries are manufactured by the Yeravda Prison Press. Desk diaries shall be supplied to officers of Government in accordance with the scale laid down in Government Resolution, General Department, No. 447, dated 22nd June 1923, modified by subsequent orders from time to time as under :—

> "One diary only is supplied for use of each head of office and gazetted officers. One diary is allowed to each non-gazetted officer whose maximum pay is Rs. 200 per mensem or over. A small office of three or four clerks is allowed a paper bound diary in addition to the copy of the head of that office. In large offices, one paper bound diary is allowed for each of the different branches or sections."

Economy in the use of Stationery. Compilation covers, file boards and case boards.

Government Circular, General Department, No. 3303/33, dated 23rd May 1940.

In Government Circular, General Department, No. 3303/33, dated the 28th June 1939, orders were issued regarding economy in the use of stationery articles. It has now been reported to Government that prices of straw boards and Manilla boards have gone up and that it is likely that sufficient quantities of these articles will not be obtained at even a higher rate, if the situation created by the war continues. It is necessary, therefore, that strict economy should be exercised in respect of those items of stationery which require the use of the above articles for their manufacture. All departments of the Secretariat and the heads of offices under them are accordingly requested to exercise the strictest economy possible by going through their annual indents very carefully and reducing to the minimum their requirements for (1) compilation

covers (standard form No. Genl. 104) and (2) file boards (standard form No. Genl. 159). In this connection the following measures or such other steps as may be deemed necessary should be taken :—

(*i*) At present it is the tendency in Government offices to open a large number of files every year. It is suggested that the old files should continue to be used for a number of years until there are sufficient papers in them.

(*ii*) After a limited period all the old files should be gone through and the records destroyed if permissible and the file boards of old records should be used for opening new files.

2. The annual demand for case board (standard form No. Genl. 139) should also be scrutinised and reduced wherever possible.

CHAPTER XXV.

MISCELLANEOUS.

354. *References regarding stationery.*—All representations to Government regarding additions or alterations in the scale of supply of stationery or in the rules of the stationery manual should be submitted through the Superintendent, Government Printing and Stationery, Bombay.

355. *Correspondence with the supplying firms.*—In cases where indenting officers are not satisfied with the quality or quantity of articles supplied to them direct by private firms under instructions from the Superintendent, Government Printing and Stationery, they shall bring the matter to the notice of the Superintendent, Government Printing and Stationery, and shall on no account correspond direct with the firms.

356. *Abolition or creation of offices.*—When new offices are created or existing ones abolished, the Superintendent, Government Printing and Stationery, who supplies stationery, clothing, forms, to such officers should be informed immediately of the fact by the head of the department or the office concerned, and should be furnished with a copy of the orders.

357. *Disposal of machines in offices abolished.*—When offices possessing typewriters or other machines are abolished, such machines should be handed over to the nearest Government office with instructions to obtain the orders of the Superintendent, Government Printing and Stationery, Bombay, for their disposal.

358. *Amendments to the stationery manual.*—The Superintendent Government Printing and Stationery, shall see that necessary lists of amendments to the Stationery Manual are issued, once a year, and sent to the Manager, Government Central Press, Bombay, for printing by 1st of April.

359. *Government sanction for revised scales and new supplies.*—It is necessary to submit proposals for the amendments to the Stationery Manual caused by the abolition of offices or by changes in the designations of officers. These changes as well as the reduced scale of supply which may have been accepted by the heads of departments may be given effect to by the Superintendent, Government Printing and Stationery himself, a list of the changes made being submitted to Government every year for their information. Sanction of Government need be obtained only for new supplies and for reductions in the scales of supply which the heads of departments do not accept.

360. *Substitution of cheaper articles, etc.*—The Superintendent, Government Printing and Stationery, has the power to substitute articles when the articles indented for is not in stock or when cheaper articles would obviously serve the purpose. He can disallow the supply of any

article of stationery appearing to be unnecessary or extravagant, or reduce the sanctioned scale if there is sufficient justification to do so.

361. *Economy in the use of stationery.*—Indents for the supply of stationery shall be prepared by officers on a quantitative basis as sanctioned in the model indents on the average of the actuals of the preceding three supply years. It does not however necessarily follow that the full supply sanctioned in the model indent shall always be allowed by the Superintendent, who can curtail it if he is justified to do so under the circumstances prevailing.

362. *Orders of Government on economy.*—The instructions issued by Government on the use of stationery articles as described in Chapter III of this Manual should be enforced by all indenting officers who should see that the desire of Government to effect all round economy in the use of stationery in general and paper of all kinds in particular, is not even slightly ignored or neglected under the present international situation.

CHAPTER XXVI.

THE PUBLICATION BRANCH (GOVERNMENT BOOK DEPOT).

Brief History and Scope.

363. The date of origin of the Government Book Depôt is not on record. Up to the year 1908 the book depôt was located in a hired building in Girgaum, Bombay, and managed by a whole-time curator on Rs. 300 per month, run as a separate department under the Director of Public Instruction, Bombay Presidency, Poona. From the 1st of January 1908 a number of vernacular publications dealt with by the book depôt was made over to a private firm for sale, the curator was pensioned and the balance of the stock of books was moved to the old medical stores buildings in the Fort, close to the old Government Central Press and placed in charge of the Superintendent of that press. (Government Resolution, No. 22-C, dated 7th December 1907). The arrangement made was in the first instance intended to be temporary, pending the conclusion of arrangements with some private firm. It appears, however, from the orders of Government issued in Government Resolution, No. 3752, dated 10th August 1910, that the negotiations to this end with the private firm failed and were definitely abandoned and the temporary arrangement made was ordered to be permanent. This arrangement proved very satisfactory and economical as it saved the Curator's salary and reduced the cost of forwarding books and publications from the Government Central Press to the book depôt office.

364. The function of the book depôt section is to distribute Government Publications to the public and to Government officers and it was considered eminently suitable that the centre for sale should be the same as that of the printing department. Publications are sold to the public for cash, and issued to the Government officers free of charge, and the proportion of consumption between these two bodies was calculated to be approximately one fourth for the public and three-fourth for the Government officers.

365. At this stage the book depôt section was placed in charge of a clerk and the arrangement continued to be in force until the year 1916. On the recommendations of the committee appointed by Government in the year 1912, for the complete organisation of the printing presses in the Province of Bombay, this book depôt branch was removed to Poona and was located in a separate building from 1st of March 1916. At this time the Superintendent, Government Printing, Bombay, under whom this branch was placed examined the stock of all available publications and books with a view to eliminating any items that were superfluous and obsolete. At the same time the account books, business and working procedure were examined carefully and revised. A retired officer was also subsequently appointed to thoroughly overhaul the stock at the book depôt and on a report from this officer, Government, in their order dated 20th February 1920 decided that books and publications which had no sale and were lying in stock for a considerable period should be

disposed of periodically by public auction at the discretion of the Superintendent, Government Printing.

366. With the introduction of the Government of India Reforms, the free supply of the Government of India Publications to provincial officers and Governments, was suspended under orders of that Government and the Provincial Governments were to follow suit with regard to their publications. A discount of 25 per cent. was allowed on the sale of Government of India Publications which had been hitherto stocked by the Book Depôt Branch. Later on, however, the free supply to local Government of the reports of the Central Government officers, working on behalf of or under the administrative control of the Government of Bombay was sanctioned.

367. In the year 1925, when the headquarters of the Superintendent, Government Printing and Stationery, were shifted from Poona to Bombay, the book depôt branch was also removed along with his office and temporarily located separately in the premises available in the Town Hall, Bombay. It remained there for about two years and when the new press building at Charni Road was completed, the book depôt branch was removed to it.

368. With spacious accommodation open to light and with proper storage arrangement, in the new press building, the book depôt branch was able to take over the distribution of the *Bombay Government Gazette*, the Bombay Civil List, the History of Services from the Government Central Press, Bombay, and that of the Indian Law Report (Bombay Series) from the Yeravda Prison Press. Due to the increase of work the establishment of this branch was increased by a few hands. At this time the total number of publications including Indian Law Reports and those intended for free issue was about 7,000. Since the year 1936-37, additional publications and reports of the several committees appointed by Government were ordered to be distributed by the book depôt according to the standing distribution lists.

369. The number of suscribers to the Government Gazette has been on the increase and the number of advertisements received for publication in the Gazette has been nearly double of that received some years ago. On the whole, the work of the book depôt branch, during the past few years, has considerably increased.

370. With a view to exercise a direct check on the work of the branch, the book depôt section was recently removed to the premises of the stationery office. The book depôt section is at present manned by one head clerk in Charge, with six assistant clerks, one attender, two packers and two peons.

371. *List of books and publications stocked and supplied by the Book depôt.*—

1. Bombay Acts (English and Regional Languages).
2. India Acts (Regional Languages).

3. Examiner's Circulars.
4. Civil Lists (half-yearly publication).
5. History of Services (Biennial publication).
6. Bombay Code.
7. Legislative Assembly and Council of State Rules (Central).
8. Budgets, Final issues.
9. Report of the David Sassoon Industrial School.
10. Indian Year Book.
11. Times of India Directory.
12. Bombay Government Gazette (Weekly).
13. Police Gazette (Weekly).
14. Indian Law Reports, Bombay Series (Monthly).
15. India Acts in English for which there is a demand.
16. Special Committee's Reports of the Central Government.
17. Central Assembly and Council of State Debates.
18. Quarterly Catalogue of Publications.

Besides the above, all publications of the Government of Bombay, as printed in the catalogue are also stocked at the book depôt for sale.

372. Lists of all Government publications received at the book depôt during a month are published every month in the *Bombay Government Gazette* and extra printed copies obtained from the Government Central Press are supplied free of charge to the recognised booksellers on the list of the book depôt.

373. Of the several publications mentioned above, the work of wrapping, labelling, affixing postage stamps, distribution and posting is executed by the binding section of the Government Central Press, Bombay, in the case of—

(1) Civil List.

(2) History of Services.

(3) Bombay Government Gazette.

(4) Police Gazette.

(5) Indian Law Reports.

All other publications are dealt with by the book depôt branch. The procedure in detail followed in the distribution of the Government

Gazette, the Indian Law Reports, the Police Gazette, etc., is described below separately under that particular item.

The Bombay Government Gazette.

374. The *Bombay Government Gazette* is issued weekly on Thursday morning. It is divided into the following parts :—

Part I.—Government Notifications, appointments, promotions, leave of absence, rules, orders (other than those published in parts I-A, IV-A, IV-B and IV-C), Lists of publications for sale, etc., miscellaneous notifications, appointments, etc., etc.

Part I-A.—Orders and notifications (other than those published in part IV-B) under the Bombay local boards, village panchayats, municipal boroughs, district municipal and primary education and local fund audit acts and rules under the above acts.

Supplement.—Government resolutions and other official papers published for the information of the public.

Part II.—Miscellaneous notices, advertisements, list of books sanctioned by the Director of Public Instruction, list of jurors and schedules of estates by the Official Assignee, summary of births and deaths, etc.

Part III.—Miscellaneous supplements, season and crop reports, prices current, rainfall returns, etc.

Part IV.—Acts passed by the local legislature of the Bombay Government and those of the Government of India Legislature (Central).

Part IV-A.—Rules and orders (other than those published in Parts I and I-A) framed by the Bombay Government under Parliamentary Acts and the Acts of Central Legislature.

Part IV-B.—Rules and orders (other than those published in Parts I and I-A) framed by the Bombay Government under the local acts.

Part IV-C.—Rules and orders (other than those published in Parts I and I-A) framed by the Secretary of State for India, Central Government and notifications by High Court, commissioners of divisions, district magistrates, commissioner of police, commissioner of excise, etc.

**Part V.*—Bills introduced in the Legislative Assembly and the Legislative Council of the Governor of Bombay.

Part VIII.—Marathi translations of bills and acts, etc.

Part IX.—Gujarati translations of bills and acts, etc.

Part X.—Kannada translations of bills and acts, etc.

Part XI.—Urdu and Devnagari translations of bills, acts, etc.

*Bombay Legislative Assembly and Council Debates are separately published in bound volumes.

RATES OF SUBSCRIPTION TO THE BOMBAY GOVERNMENT GAZETTE FOR THE YEAR 1942.

(Sanctioned by Government in Government Resolution, General Department, No. 1821 dated 24th September 1941)

Parts.	Rates for Single Copy.	Subscription for individual Parts.		
		Yearly.	Half-yearly.	Quarterly.
	Rs. a. p.	Rs.	Rs. a. p.	Rs. a. p.
I	0 6 0	19	9 8 0	4 12 0
I-A	0 1 0	3	1 8 0	0 12 0
Supplement ..	0 1 0	2	1 0 0	0 8 0
II	0 4 0	11	5 8 0	2 12 0
III	0 3 0	9	4 8 0	2 4 0
IV	0 1 0	2	....	....
IV-A	0 1 0	2	1 0 0	0 8 0
IV-B	0 2 0	5	2 8 0	1 4 0
IV-C	0 2 6	7	3 8 0	1 12 0
V	0 1 0	1	....	....
VIII	0 2 0	5	....	....
IX	0 2 0	5	....	....
X	0 2 0	5	....	....
XI	0 2 0	6	....	....

Parts.	Subscription for groups of Parts.		
	Yearly.	Half-yearly.	Quarterly.
	Rs.	Rs. a. p.	Rs. a. p.
I, I-A, Supplement	24	12 0 0	6 0 0
I, I-A, II and Supplement	35	17 8 0	8 12 0
I, I-A, II, III and Supplement ..	44	22 0 0	11 0 0
I, I-A to IV and Supplement ..	46	23 0 0	11 8 0
I, I-A to IV and IV-A and Supplement ..	48	24 0 0	12 0 0
I, I-A to IV and IV-A, IV-B and Supplement	53	25 8 0	13 4 0
I, I-A to IV, IV-A, IV-B and IV-C and Supplement	60	30 0 0	15 0 0
I, I-A to V and Supplement ..	61	30 8 0	15 4 0
I, I-A to V, VIII and Supplement ..	66	33 0 0	16 8 0
I, I-A to V, IX and Supplement ..	66	33 0 0	16 8 0
I, I-A, to V, X and Supplement ..	66	33 0 0	16 8 0
I, I-A to V, XI and Supplement ..	67	33 8 0	16 12 0
Complete Gazette	82	41 0 0	20 8 0

N.B.—1. In respect of Parts IV, V and VIII to XI half-yearly and quarterly subscriptions are not admissible as they are published occasionally and not with every issue of the Gazette like the other parts.

2. Rates of subscription are revised now and then according to prevailing circumstances and such revised rates are communicated to the subscribers in time, at the close of each year.

375. The notifications and other matter for publication in the Government Gazette should be sent to the press daily as they are ready. On Wednesdays they should be sent not later than 12 noon and late notifications not later than 3 p.m. that day. Late notifications should be sent in case of emergency only, and should be signed by a responsible officer not below the rank of the Assistant Secretary. The press is authorised to keep back for publication in the following week's Gazette matter which is not received by the hours fixed. (Government Order, General Department, No. 4591, dated 5th July 1916).

376. Notifications from all Government departments and officers are sent to the Government Central Press, Bombay, direct and are printed free of charge ; whereas those sent out by public bodies are accepted by the book depôt branch and passed on to the press in time for printing. Cash recoveries approximately based on the probable cost are immediately made from the public bodies whereas in the case of certain recognised firms of solicitors, etc. recoveries are made subsequently by preferring bills.

377. In the case of recoveries made from the public bodies in advance, necessary adjustments for the differences, if any, are subsequently made.

378. In the case of the notifications and advertisements, etc. received for publication from officers of the Central Government monthly statements of accounts are prepared by the book depôt branch and forwarded to the Controller of Printing and Stationery, New Delhi, for countersignature and return for necessary adjustment through the Accountant General, Bombay.

379. Subscriptions to the Government Gazette shall be remitted in cash. Postal stamps will not be accepted.

Bills are not preferred for subscription to the Government Gazette, but when amounts are paid in cash, the usual receipts will be granted. For amounts remitted by money order, no separate receipts will be issued beyond the postal money order coupon receipt. Subscriptions are not realised by value payable post.

380. In the case of officers of the Central Government and Government of other Provinces, bills for subscription are preferred by the book depôt and forwarded to them for countersignature and final adjustment through the Accountant General, Bombay.

381. Subscriptions to the Government Gazette are revised every now and then and the revised rates for each year are communicated to the subscribers in time before the end of the year. A printed letter form is supplied to each subscriber by the book depôt along with the revised rates of subscription to enable the subscriber to fill in the particulars of the Government Gazette required and to remit the necessary amount by money order in due course.

382. The letter advising remittance of the subscription must contain full particulars and should be addressed to the Superintendent,

Government Printing and Stationery, Bombay, No. 4. If the money order does not bear full instructions in the space reserved in the coupon for the purpose, it will not be accepted.

383. Subscriptions shall not be received after 3 p.m. (S. T.) on week days, or after 1 p.m. (S. T.) on Saturdays. Subscriptions will not be accepted on Sundays and holidays.

384. Subscribers are requested to quote the number printed on the label under which the copy of the Government Gazette is received by them when communicating change of address or non-receipt of copies.

385. Complaints regarding non-receipt of copies of the Gazette or any portion thereof should be preferred within a fortnight from the date of publication otherwise complaints will not be accepted, and entertained.

If the subscription is received late, back numbers will only be supplied if available.

386. To facilitate the work of the Book Depôt branch, different registers of subscribers from headquarters located on separate lines as under are maintained by the branch :—

1. Guzerat Line.
2. Poona Line.
3. Nasik Line.
4. Bombay and Suburbs.
5. Steamer Line.
6. Officers of the Central and other Provincial Governments.

387. The total number of subscribers is approximately 750 and the subscriptions collected is for separate individual parts or for all the parts of the Gazette according to requirements.

388. The Gazette is printed by the Government Central Press and when it is ready, printed labels with the address, the register number allotted to the subscriber and the number of parts or part of the Gazette to be supplied are furnished to the Press by the Book Depôt branch with wrappers and postage stamps requisitioned for by the Press for the disposal, in accordance with the special concession postage rates for newspapers.

389. Work as regards folding, wrapping, labelling and affixing the necessary postage stamps is done by the Government Central Press in the binding section and all packets as they are ready are removed to the post office and posted by the Press. The binding section of the Press is primarily responsible for the correct and regular posting of the Gazette.

390. Parts of the Gazette intended for subscribers located in the Fort area of Bombay or at places adjacent to the Press premises are delivered on Thursday morning by the Press peons.

Copies of the parts of the Government Gazette in which notifications and advertisements from private bodies are printed are not supplied to them free of cost, but one copy of the relative part is forwarded to the party concerned at an extra cost of annas 4.

391. *Rates for private advertisements in the* Bombay Government Gazette, *as sanctioned by Government (Government Resolution, General Department, No. 6950, dated 16th December 1904).*

For full page—2 columns

	Rs.	a.	p.
1 Page	20	0	0
½ Page	12	0	0
¼ Page	7	0	0

For half page—1 column

1 Full column	10	0	0
½ (Half) column	6	0	0
¼ (one-fourth) column	3	8	0

Rates for advertisements in the Bombay Government Gazette

(6 ems=1 inch)

Ems	1 column (half page) Rs. a. p.	2 columns (full page) Rs. a. p.	Ems	1 column (half page) Rs. a. p.	2 columns (full page) Rs. a. p.
1, 2, 3, 4, 5, 6, 7, 8	1 2 0	2 4 0	9, 10, 11, 12, 13, 14	2 4 0	4 8 0
			15	3 8 0	7 0 0
			16	3 8 0	7 0 0

Ems	1 column (half page)			2 columns (full page)			Ems	1 column (half page)			2 columns (full page)		
	Rs.	a.	p.	Rs.	a.	p.		Rs.	a.	p.	Rs.	a.	p.
17	3	10	6	7	5	0	41	7	2	0	14	4	0
18	3	13	0	7	10	0	42	7	4	0	14	8	0
19	3	15	6	7	15	0	43	7	6	0	14	12	0
20	4	2	0	8	4	0	44	7	8	0	15	0	0
21	4	4	6	8	9	0	45	7	10	0	15	4	0
22	4	7	0	8	14	0	46	7	12	0	15	8	0
23	4	9	6	9	3	0	47	7	14	0	15	12	0
24	4	12	0	9	8	0	48	8	0	0	16	0	0
25	4	14	6	9	13	0	49	8	2	0	16	4	0
26	5	1	0	10	2	0	50	8	4	0	16	8	0
27	5	3	6	10	7	0	51	8	6	0	16	12	0
28	5	6	0	10	12	0	52	8	8	0	17	0	0
29	5	8	6	11	1	0	53	8	10	0	17	4	0
30	5	11	0	11	6	0	54	8	12	0	17	8	0
31	5	13	6	11	11	0	55	8	14	0	17	12	0
32	6	0	0	12	0	0	56	9	0	0	18	0	0
33	6	2	0	12	4	0	57	9	2	0	18	4	0
34	6	4	0	12	8	0	58	9	4	0	18	8	0
35	6	6	0	12	12	0	59	9	6	0	18	12	0
36	6	8	0	13	0	0	60	9	8	0	19	0	0
37	6	10	0	13	4	0	61	9	10	0	19	4	0
38	6	12	0	13	8	0	62	9	12	0	19	8	0
39	6	14	0	13	12	0	63	9	14	0	19	12	0
40	7	0	0	14	0	0	64	10	0	0	20	0	0

392. Short advertisements are inserted at the rate of Rs. 2–4–0 per inch (two columns) or at Rs. 1–2–0 per inch (one column). Fractions under half inch not to be charged; half inch and above to be charged as a full inch. The minimum charge to be Rs. 1–2–0 per inch (one column), and Rs. 2–4–0 per inch (two columns).

Repetitions are charged for at 50 per cent. less than the first charge, but heavily altered, at full rates.

Pages altered from standing matters are charged for at 50 per cent. less than the first charge.

Tabular matter, i.e. pages containing more than three columns depending on one another, are charged 50 per cent. extra.

Advertisements from the Bombay University are as a special case accepted at 50 per cent. less, while those from the Royal Asiatic Society, Bombay, are published free of charge.

Notices from the Bombay Municipality regarding payment of instalments of the loan for Vihar Lake Water Works are published at Re. 1 per insertion. Ordinary notices are published at ordinary rates. Weekly account (about 6 pages) with 225 extra copies are charged Rs. 63-1-0 per issue and other extraordinaries to be charged at Rs. 15 for one page and Rs. 10 for each additional page; fractions to be reckoned as a full page.

Town planning notices from District Local Boards and District Municipalities are published free of charge.

The annual accounts of District Local Boards are also published free of charge and copies of such off-prints of the accounts are supplied to them at Re. 0-1-0 per copy.

Trade mark notices, commercial advertisements and advertisements relating to matrimonial cases or family relations are not published in the *Bombay Government Gazette.*

Notices for change of name are printed at a uniform rate of Rs. 1-6-0 per insertion in the case of forward classes and at annas 6 per insertion for backward classes.

Members of the Scheduled classes who wish to avail themselves of the concession granted under Government Resolution, General Department, No. 3782/33, dated 15th February 1940, should submit their applications through the District Magistrate concerned, on printed forms obtainable from the Superintendent, Government Printing and Stationery, Bombay.

Under the Defence of India Rules, all applications from either the Scheduled or forward classes must be submitted in the prescribed printed form through the Commissioner of Police, Bombay, in the case of applicants residing in the City of Bombay and by applicants residing outside the City of Bombay, through the District Magistrates concerned.

These rates include cost of one copy to be supplied free of charge.

Notices for the dissolution of partnership under the Partnership Act, if signed by one of the parties only, are not accepted for publication, unless they are presented through the solicitors.

393. At the close of each week, i.e. on Saturday invariably, a memorandum in the prescribed form showing the probable requirements of each part of the Gazette is prepared by the Book Depôt section and forwarded to the Government Central Press to enable the Press to print the necessary copies of the next issue. The probable requirements

are based on the register of subscribers and the part or parts of the Gazette required for each of them.

394. As soon as the distribution and posting of the parts of the weekly Gazette is completed by the press on Thursday, the surplus copies of each part that remain in hand with the press are sent to the book depôt for stock purposes for sale on the counter when required.

Supply of maps along with copies of notifications published in the *Bombay Government Gazette.*

Government Memorandum, General Department, No. 5000-IV, dated 7th March 1942.

MEMORANDUM.

395. The several departments of the Secretariat are requested to note that in view of the difficulty experienced at present in obtaining the paper of the particular quality required for printing maps which accompany notifications, it would be advisable not to get the maps printed for distribution with copies of the *Bombay Government Gazette.* A few copies of maps in such cases should be lodged with the collector concerned for sale to interested parties. The Secretariat departments are requested to indicate this fact in the notification when it is sent to the Government Central Press for publication in the *Bombay Government Gazette.*

Police Gazette.

396. It is published on Thursday every week and is printed in several parts as under :—

1, 1A, B, C, D, 2 and 3.

This publication is intended for use of the Police department only and all matter is compiled confidentially by the Inspector General of Police, Bombay Province, Poona, and sent to the Government Central Press direct, for printing.

397. The book depôt branch only maintains the distribution register and necessary sets of wrappers, labels of addresses with the number of part or parts to be supplied printed on them. The sets of the printed labels with necessary postage stamps are delivered to the press every week for which an account is maintained by the book depôt. The press is responsible for further despatch and posting and the book depôt is in no way concerned with the work.

398. Copies of the issues of the Police Gazette are also whenever required supplied on payment to the State Police officers subject to their forwarding such requisitions through the Inspector General of Police, Poona. On receipt of such requisitions by the book depôt branch, a bill of charges is prepared and same with the original requisition made over to the press for forwarding the required copies of the issue or issues of the Police Gazette. The money collected on this account is received by the book depôt and credited to Government.

Indian Law Reports (Bombay Series).

399. In the year 1915, the work of Indian Law Reports was transferred to the Yeravda Prison Press and again retransferred to the Government Book Depôt in the year 1928.

400. The free supply of the copies of the Indian Law Reports is restricted to Provincial officers only. A distribution list of officers entitled to a free supply of the copies is received from Government in the Home Department every year generally in the month of November.

Similar distribution lists from other Provincial Governments are also received every year. A bill for the subscription is preferred and the countersigned bills are adjusted by the Accountant General, Bombay, every month.

The clerk who attends to this work gets the labels printed for each subscriber separately, and sets of labels are kept ready for use every month.

401. Subscriptions from private subscribers are also received generally from the beginning of November till late in October of the following year. The major portion of subscription is received before the month of April.

A register for private subscribers is maintained by the book depôt. The entries are made every day as the subscription is received. Subscriptions are not recovered through V. P. P. but copies of a single issue are supplied and despatched by V. P. P.

402. In the case of free distribution and in the case of copies supplied to other Provincial Governments, the number of copies is the same throughout the year. In the case of private subscribers the number of copies is on the increase every month, but the number of copies of Indian Law Reports printed is the same throughout the year.

403. Taking into consideration the fixed number of copies and the approximate number of copies required for private subscribers during the year with 200 copies for stock purposes, the required number of copies is printed every month. All private subscribers are entitled to get the back issues published since January even though they send in their subscription late. The index volume is distributed as a 13th issue of the Indian Law Reports.

404. Officers of the Central Government and those of the Government of Bengal are supplied with the copies of the Indian Law Reports with a bill for the subscription.

405. The copies of the issues of the Indian Law Reports are generally ready for distribution during the second week of each month. The clerk in charge of this work at the Book Depôt gives over the labels of addresses to the binding department of the Government Central Press, with the necessary wrappers and postage stamps. Wrapping, folding,

labelling and affixing postage stamps is all done by the Government Central Press and the distribution, delivery and posting of the packets is also attended to by the Press. The clerk of the book depôt checks and verifies a certain percentage of such packets in the binding department of the press, takes a note of postage paid on each, before they are removed for posting.

406. As soon as the distribution and posting is over, the copies remaining in hand with the binding department are returned to the book depôt for stock purposes. A stock ledger is maintained by the book depôt clerk, the total number of copies printed is brought to account and copies returned are also accounted for under receipts. Only for the current year and a year before accounts of monthly issue are separately kept. The total number of other issues only is shown in the ledger. Copies distributed and issued to private subscribers after the distribution and casual sale, are taken over to issue. The number of copies distributed and supplied to private subscribers is always the same in number.

407. Copies of stray issues sold during the year are noted in a book with the amount realised marked against each transaction. These copies are also taken to the ledger on the issue side.

A bill register is maintained to watch the recoveries of the bills.

A monthly statement of countersigned bills is sent to the Accountant General, Bombay, for adjustment.

All recoveries are entered in the cash book.

408. The subscription for the Indian Law Reports is fixed every year with the sanction of Government in the Home Department. The Government Central Press furnishes the total cost of printing Law Reports. The charges incurred for editing the Reports are added to this cost and the subscription is fixed. The intimation of the revised subscription is printed in the last issue of the year and separate cards are also printed and posted to each subscriber to facilitate early recovery of the subscription.

409. The stock of the Indian Law Reports is required to be verified once every year. The differences, if any, are adjusted under orders of the Superintendent, Government Printing and Stationery, Bombay.

410. The Indian Law Reports is a registered periodical and accepted by the post office at the concession rate of postage for newspapers, etc. The registration must be renewed every year. The Post-master General, Bombay, sends the forms for registration generally in the month of November. If the form is not received in time, the clerk of the book depôt makes arrangements to obtain the form from the post office, for the renewal of the registration.

411. Persons desiring to subscribe for or purchase Bombay Series should apply to the Superintendent, Government Printing and Stationery, Bombay.

The terms of subscription, and the terms on which current issues and back numbers are sold, are as follows :—

—		Without postage.	With Indian postage.	With Foreign postage.
Bombay Series.		Rs. a. p.	Rs. a. p.	Rs. a. p.
Issues from 1st January 1930	..	11 8 0	12 8 0	13 8 0
Back numbers up to 1929	..	9 0 0	11 0 0	12 0 0
Single part ..	Up to 1929 ..	1 4 0	1 4 0	1 4 0
	From 1930 ..	1 8 0	1 8 0	1 8 0
Two parts in one issue.	Up to 1929 ..	2 8 0	2 8 0	2 8 0
	From 1930 ..	3 0 0	3 0 0	3 0 0

All payments must be made in advance.

Parts out of stock and duplicate copies.

When a requisition is received for any set of the reports and any parts are out of stock, the following deduction from the foregoing rates is made for such parts :—

—	Without postage.	With Indian postage.	With Foreign postage.
Bombay Series.	Rs. a. p.	Rs. a. p.	Rs. a. p.
All parts for any one year ..	....	6 13 6	7 12 6
Single part	0 8 0	....	....
Two parts in one issue ..	1 0 0	....	....

If any part is lost in transit to a subscriber and the fact is reported to this office within three months from the date of publication, a duplicate will be supplied at the following rates :—

Bombay Series.

	Rs. a. p.	
Single Part ..	0 8 0	*plus* postage.
Two parts in one issue ..	1 0 0	*plus* postage.

In all communications regarding non-receipt of copies, change of address, etc., subscribers are requested to quote the serial number printed on the lable ; for, unless this is done, complaints cannot receive prompt attention.

Advertisements are accepted for insertion in the Indian Law Reports, Bombay Series, at the following rates, payable in advance :—

Number of Issue.	1 page.	½ page.	¼ page.
	Rs.	Rs.	Rs.
1	20	14	9
3	55	36	24
6	100	68	45
9	145	96	64
12	180	120	80

At these rates the advertisers will have the option of changing their advertisements in each issue.

Working of the Book Depôt Section.

412. Post of the book depôt section is received and opened by the Assistant Superintendent, in the office of the Superintendent, Government Printing and Stationery, Bombay. On receipt of the post from the Superintendent's office, the head clerk in charge of the book depôt section goes through it and classifies it as under :—

(1) Indents for the supply of publications on sale.

(2) Indents for the free supply of publications.

(3) Requisitions for publications which are not available or are out of stock.

(4) Letters and references necessitating further correspondence.

(5) Government orders requiring action for printing and corresponding distribution.

413. The indents are handed over to the registration clerk who registers them serially giving numbers and dates in each case in the two separate indent registers—one for sale and the other for free supply. The indents for free supply are distinguished from chargeable indents by letter " F " marked with the serial number. The indents are then made over to the attender who takes out the publications from the stocks on the racks. The indents with the publications are then handed over to the V.P. clerk who goes through them very carefully. The publications supplied by the V.P. clerk must be complete with up-to-date corrections. If the publication is not up-to-date, the V.P. clerk has to see that subsequent corrections or amendments are also issued along with the publication. In the case of Bombay Acts and India Acts a book showing the amendments is maintained in the Book Depôt, which is required to be consulted from time to time. In case of rules and standing orders the correction slips are issued in consecutive order with the number marked on each slip. These correction slips are issued singly or in batches. The cost of correction slips is in addition to that of the main publication.

Incomplete copies of Acts and Manuals are not supplied, when the amendments or the correction slips are out of stock. Such indents are returned to the customers under printed memorandum.

414. The V. P. clerk examines the publications taken out by the attender and marks the prices of each publication separately on the indents, prepares the address labels and gives them for packing. The packers attend to the work of packing. The packets when ready are weighed, necessary postage stamps affixed on each and are returned to the V. P. clerk, who adds the cost of postage to the prices of the publications and the total amount of recovery is marked on the label in the case of V. P. The V. P. money order form is also filled in by him. The indents with the V. P. form are then examined by the head clerk in person and the V. P. forms are signed by him.

415. In the case of officers of Government, the amount of publications supplied is recovered by preferring bills. Such indents with the particulars marked thereon are made over to the bill clerk who prefers bills and keeps them for the signature of the head clerk. Postage paid on each packet is also included in the bill and recovered from the indenting officer. The amount of postage paid is entered in the despatch register and the packet and the bills are ready for being posted. No sooner this is done, the indents are sent to the registration clerk or the V. P. clerk who enters in the register the amount to be recovered against each indent separately. The indents are then kept in a pad pending the receipt of the amount. The indents for which bills have been prepared are separately entered in a bill register to facilitate the watching of recoveries.

416. The V. P. clerk has also to attend to all indents for maps, both mounted and unmounted, the operations on which are almost identical with the method described above.

417. Indents for free supplies are dealt with in the same manner as the chargeable indents, but no account of debit is maintained in the books of the book depôt.

418. All officers are not entitled to a free supply of publications. All heads of departments, District Superintendents of Police, Executive Engineers, District Judges, etc., can indent on the book depôt for books and publications required for *bona-fide* Government service. Other subordinate officers are required to submit their requisitions through the heads of their departments. A list of officers empowered to indent on the book depôt is maintained in the section with up-to-date relative orders of Government noted therein.

419. The V. P. clerk has also to see to the following restrictions for the supply of publications indented for :—

(1) Publications issued under orders of Government.

(2) Publications of confidential nature.

(3) Publications for departmental use only.

(4) Maps and survey sheets (with regard to the temporary restrictions).

(5) Departmental and special reports although intended for sale are not to be released until an intimation to that effect is received from the Director of Information, Bombay.

(6) Reports and publications for which previous date of publications has been announced by Government.

(7) Publications not meant for free supply although indented for by Government officers.

(8) Service books are not to be forwarded by post. They are sold to local customers on cash payment only in the city of Bombay.

(9) Packets of the value of Rs. 2 and above are despatched by registered post.

420. Indents on being fully complied with and after the price of each indent is noted in the indent register, are handed over to the ledger clerk who ledgers the issues and keeps the indents arranged in a pad pending the receipt of the amount due.

421. The following ledgers are separately maintained for the saleable stock of books and publications :—

1. Bombay Acts (English).
2. Bombay Acts (Regional languages).
3. India Acts (English).
4. India Acts (Regional languages).
5. Rules and Orders.
6. Publications—Miscellaneous from A to P.
7. Publications—Miscellaneous from Q to Z.
8. India Publications.
9. Debates (Legislative Assembly and Legislative Council).
10. Maps.
11. Survey Sheets.
12. Legislative Assembly Debates—Further issues.

422. The Bombay Acts and India Acts are arranged chronologically in the ledger. Each Act comprises single head under which various items issued on the indent are ledgered. India Acts also are likewise entered in the respective ledgers. The rules are numbered each new item getting a new number when received.

423. All other publications are arranged alphabetically and according to the order in the general catalogue which is generally revised and printed

every year. The ledgers are divided into two parts. The debates are arranged chronologically and survey sheets according to numbers. There is a key map for survey sheets. The maps are arranged by districts. The order of division, district and talukas as shown in the desk diary is more or less followed. In ledgering the issues the free and chargeable indents are treated in the same way. This completes the operations on indents so far as issues are concerned.

424. Requisitions for publications out of stock or not available are returned under a printed objection memorandum giving the probable date of re-publication or the source of obtaining them elsewhere. This information is generally supplied by the V. P. clerk to the registration clerk who deals with the objection memorandum in consultation with the V. P. clerk. The objection memoranda are signed by the head clerk. Besides returning the requisitions with the objection memorandum as stated above, it furnishes various items of information such as giving prices of publications, acknowledgments of letters etc. and in fact entails trifling and unimportant correspondence to a very great extent.

425. Correspondence of an important nature is registered in the inward register and given over for disposal to the clerk concerned such as the gazette clerk who deals with the correspondence relating to the Government gazette, papers regarding Indian Law Report being handed over to the Indian Law Reports clerk. The important correspondence of a general nature regarding printing of publications etc. is attended to by the head clerk in person.

All Government resolutions and orders are filed separately after necessary action is taken.

426. The sale at the book depôt begins at 9–45 a.m. (S. T.) on week days and closes at 4 p.m. (S. T). On Saturdays, the hours for sale at the counter are from 9–45 a.m. to 1 p.m.

427. The head clerk and the clerk attending sale at the counter attend the office before 9–45 a.m. Both these are allowed to leave the office one hour earlier in the evening. The clerk who attends to the local customers must ascertain the definite title of the publication required and either ask the attender or the packer to bring the book or publication asked for, for the inspection of the customer. The sale clerk prepares a cash receipt for the publications sold and sends it to the head clerk with the amount for taking the cash and signing the receipt. The signed receipt is then handed over to the purchaser along with the books duly packed or wrapped.

428. The procedure described above as regards the latest copy with amendments and correction slips, issue of new reports and other publications and restriction for sale is required to be carefully followed by the clerk concerned with due attention and responsibility. The sale clerk besides his legitimate duty has to attend to the various enquiries from the public. The work of the sale clerk comprises mainly

of Government of Bombay publications, Central publications, matter published in certain old selections, Sanskrit series, private law publications, maps, survey sheets, notifications published in the *Bombay Government Gazette* and *Government of India Gazette*, matter of interest in public papers regarding political affairs, economics, industrial, labour and other connected with the Government of Bombay or the Government of India, Press Notes issued by the Government of Bombay and Government of India and everything about the Legislative Assembly and Council, Provincial, Central and other Bills introduced, Acts passed but not published and any vague non-descript information which is beyond the ordinary scope of the office and sale clerk. The sale clerk has to reply to all such enquiries very politely with all available details at his command. In fact the duty of the sale clerk is onerous and responsible and only a well experienced clerk is able to answer.

In addition to the oral enquiries on the counter, there are numerous and wide enquiries on the phone which also have to be attended to.

429. The head clerk is in charge of the daily cash, which at the close of the day is made over to the assistant superintendent of stationery, with the cash book for check and custody.

The main sources of receipts are as under :—

(1) Through the post office.

(2) On the counter by cash receipts.

(3) Through daily post in stamps, postal orders, and cheques on banks.

430. The head clerk signs all receipts for cash and acknowledgments for postage stamps etc. The money orders are presented daily at about 11 a.m. by the postman. The head clerk takes out the V. P. forms and gives them to the V. P. clerk to verify the amounts and return same to the head clerk for sorting out the money order forms. The money orders pertaining to the *Bombay Government Gazette*, Indian Law Reports and other publications are given to the clerks concerned to account for the amount which at times is found to be in excess or deficit. In the case of excess, the amount is returned to the party at the end of each week, while deficits, if any, are recovered from the party concerned. The V. P. money orders are entered in the cash book by the head clerk. The cash book has several heads under which the receipts are accounted for. They are as under :—

1. Central.
2. Provincial Publications.
3. Indian Law Reports.
4. *Bombay Government Gazette.*
5. Miscellaneous.
6. Suspense.

431. Amount of receipts under advertisements in the *Bombay Government Gazette* is accounted for under 'Miscellaneous'. The receipts for service books are entered in the cash book under provincial, but are separately watched and paid into treasury to the credit of the Yeravda Prison Press. The amounts under 'Suspense' are mostly returned to the sender. Postage stamps are treated as cash. Postal orders, cheques and drafts are on receipt entered in a separate cheque register. They are paid in the treasury and entered in the cash book when the challan for the payment is received duly signed. Cash is entered in the cash book under vouchers. Each voucher is given the serial number according to the entries. Cash receipts, are entered in serial order without the voucher number. The day's entries are totalled in the evening and the amount with the cash book is sent to the assistant superintendent of stationery for verification, and custody. Totals of the cash book are carried over from page to page for one month. Total begins with a new account on the first of every month. Daily balances in hand are shown separately. All alterations in the cash book are to be initialled by the superintendent or the assistant superintendent. The indents are then sent for filing arranged serially in loose files for audit purposes.

432. The registration clerk maintains inward, outward and indent registers. A despatch register for registering all V. P. packets and other book-post packets is also maintained. The postage account is maintained in the despatch register. The total of inward and outward postage is also included in the despatch register.

433. A number of official publications are distributed to Government officers free of charge. The distribution lists are sanctioned by Government and additions or alterations if any, to such lists are also sanctioned by Government. Subsequent omission or deletion does not necessarily require Government sanction. At present the undernoted distribution lists are maintained by the book depot branch :—

1. Bombay Acts.
2. India Acts.
3. Examiners' Circulars.
4. Civil Lists.
5. History of Services.
6. Bombay Acts in Regional languages.
7. India Acts in Regional languages.
8. Bombay Code.
9. Legislative Assembly and Council Rules (Central).
10. Budget Final Issue.
11. Report of the David Sassoon Industrial School.
12. Quarterly Catalogue of Publications.

434. When any of the above-named publications is received, the distribution clerk prepares sets of address labels, carries out additions or

alterations, if any, and hands over the labels with the number of copies of the publications required for packing. The packages when ready are inspected by the clerk. Th postage on each packet is entered in the despatch register and packets are removed for posting. The number of copies of each publication distributed is then entered under issues in the ledger. All correspondence pertaining to distribution is dealt with by the distribution clerk and finally disposed of by the assistant superintendent of stationery.

435. Various publications are distributed on the standing order system. Many officers communicate their requirements for periodical publications on payment as soon as new issues are out, and the required copies of the issues are suppli d with a bill of cost.

436. A subscription has been fixed for the supply of correction slips to Financial Publ cations, Police Manual, etc., published during the year. Several officers send in their subscriptions on this account. A subscription list is maintained and the correction slips supplied on receipt.

437. Times of India Directory and the Indian Year Book are also supplied to officers from the book depot section. A list of officers is received from Government and the required number of copies is purchased from the Times of India Press and supplied to the officers. A list of these is also maintained and the purchasing officers intimate to this office the surrender of the corresponding cost from their contingencies.

438. A bill register is maintained to watch the recoveries of amounts due on standing orders.

The distribution clerk prepares a monthly statement of counter-signed invoices and sends same to the Accountant General, Bombay, for adjustment. The statement prepared contains all bills received, accepted and counter-signed.

439. As soon as the Acts are published in the *Bombay Government Gazette*, the number of copies required for distribution is intimated to the Press by the distribution clerk. In the case of Acts in Regional languages, the Commissioners, the district judges and the inspector general of police are consulted whether translations of certain Acts published in the *Bombay Government Gazette* will be required in their respective charges. The number of copies required for distribution is ascertained on this line and finally printed.

440. The distribution clerk also maintains an account of publications supplied to the Sind Government book depot on return or sale basis and annual statement is submitted to that Government for verification. The amount of sale is adjusted by the Accountant General, Bombay. A statement of sale and stock of India publications is also prepared by the clerk and Ind a publications which have no sale at this depot are returned to the officer in charge of the Central publication branch, New Delhi.

CHAPTER XXVII.

History of the Printing Department of the Government of Bombay.

Government Central Press, Bombay.

441. From about 1830 to 1871 all the Secretariat and headquarters printing work of Government was done at the branch presses attached to the various departments of the Secretariat, most of the miscellaneous work such as forms work, etc., being done at the Bombay Educational Society's press or other private presses. This procedure and state of things, however, did not meet the requirements of Government of those times and in October 1871, Government appointed a committee, the first of a long series of committees, to thoroughly look into the question and suggest a way which would tend to centralize the Government printing work on an economical systematic basis. The Committee after long deliberations recommended establishing a Central Press in place of the detached small printing units. Government accepted these recommendations and ordered the centralization of all printing including that of the *Bombay Government Gazette* at this new Government Central Press, Bombay. This press was then placed under an officer called, "Superintendent, Government Central Press" and was accommodated in the town barracks belonging to the military department. It took over the work formerly done by the Secretariat Branch presses, the Bombay Education Society's Press and other private presses. Each department of the Secretariat, however, retained for its urgent work a small press establishment of its own, consisting of two compositors, a proof reader and two press men and rollermen and those were also located in the town barracks alongside of the new Government Central Press. In the year 1873, when the new Secretariat building was completed all the Secretariat presses except the Public Works Department press, were consolidated into one press called the Secretariat press and housed in two rooms on the ground floor of the southern wing of the building. The establishment was strengthened from time to time in order to cope with the increase of work. The Secretariat Press establishment was under the supervision of the Superintendent, Government Central Press, from the beginning, and the press was treated as a part of the Government Central Press.

442. Before the introduction of the new system of printing the proceedings of the several departments of the Secretariat in the year 1898, the establishment of the Secretariat Press was considerably increased and in the year 1900, the total strength of that press rose to about 144. This press was maintained almost exclusively for the printing of Government resolutions, abstracts of proceedings, annual indexes, etc., for the different departments of the Secretariat. The new Government Central Press having been located at a distance of a few minutes walk from the Secretariat Press, it was suggested that the Secretariat Press should altogether be abolished and its work amalgamated with the Government

Central Press. This press was from its inception technically supervised by the Superintendent, Government Central Press, till about the year 1915-16, when at the recommendations of the sixth and the most important press committee appointed by Government in the year 1912, this press as well as the Public Works Department press were both finally placed completely under the control of the Superintendent, Government Central Press.

443. In the meantime, the town barracks building in which the Government Central Press was first located was required by the military department and as soon as the new Secretariat building was completed and occupied, Government ordered the Central Press to be shifted to the old Secretariat building duly modified to suit printing requirements. The move was made in March 1876 and the town barracks handed back to the military department. But as the state of the old Secretariat building was very unsatisfactory and its internal arrangements were quite unsuitable for a printing house, Government appointed a committee in the year 1881 to advise what should be done. The committee advised the improvement of the old building and the press remained where it was, till 1888. In the meantime the new building now occupied by the Elphinstone College was sanctioned and actually built for the press, but the printing press was never allowed to occupy it. As an alternative, the Central Press was shifted to the Hydraulic Press building, the old premises being sold by Government. This Hydraulic Press building was but a sorry substitute for the Elphinstone College building and, in spite of a large expenditure on repairs, remodelling and temporary additions from time to time, the provision of a satisfactory building for the Central Press remained a crying need.

444. In the year 1887, Government appointed another committee to advise whether the Central Press should be altogether abolished and all the printing and binding work of Government executed at this press transferred to private presses in Bombay. The detailed enquiries then conducted proved beyond doubt that private presses and firms were not in a position to economically undertake and execute the whole volume of work done at the Government Central Press. The proposal to abolish the Government Central Press was therefore abandoned.

445. In 1906, a fourth committee was appointed by Government to consider and report upon the following among other matters:—

(*i*) The saving which would result from the transfer of stock forms from the Central Press to the Yeravda Prison Press;

(*ii*) The transfer of the Central Press to Yeravda and also the transfer of a considerable part of the work to private presses.

Government issued orders on this report in 1907 and among other things, sanctioned the gradual transfer of stock forms to the Yeravda Prison Press.

446. In the year 1909, yet another (the fifth) Committee was appointed to consider the amalgamation of the Central Press with the Yeravda

Prison Press. The Committee recommended amalgamation as financially advantageous. The question, however, involved diverse aspects such as additional buildings at Yeravda, disposal of the buildings at Bombay, arrangements for the transfer, etc., and Government in passing orders on the committee's report called for some additional information on these points. Final orders were not passed till the sixth and the most important of all the press committees had reported in 1912. Government then decided that the scheme for the removal of the Central Press from Bombay to Yeravda and its amalgamation with the Yeravda Prison Press should be abandoned and that plans and estimates should be expeditiously prepared for a new Central Press at Bombay. The committee was appointed with a view to draw up a scheme indicating the exact nature and scope of the requirements of the new Government Central Press to be built in Bombay and incidentally to look into the distribution of the two presses on certain accepted principles. Mr. Cogswell, Controller of Printing and Stationery, who was then on his visit to Poona, was consulted by the committee. The committee's proposals and orders issued by Government and action taken by them are shown below side by side :—

Committee's Proposals.	Orders issued.	Action taken.
1. All book work and other printing work of a non-urgent character should be transferred from Bombay to a new non-Jail Press to be erected near the Yeravda Prison Press at a cost of Rs. 75,000.	The proposal was approved and plans and estimates called for, the item being provided for in the budget.	The new non-Jail press was not erected but the non-urgent work was transferred to the Yeravda Prison Press.
2. The Central Press building should be electrified and improved at a cost of Rs. 60,000 so as to accommodate all the Government Presses then existing in Bombay, viz. the Central Press, the Secretariat Press, the Public Works Department Press and the High Court Press, the last two ceasing to exist as separate presses.	This was also approved but in reference to the wishes of the High Court, its press was retained. Plans and estimates for the improvement and electrification of the Central Press building were also called for.	Part of the Central Press building collapsed later on and a temporary building on the Kennedy sea-face was sanctioned by Government in 1914.

Committee's Proposals.	Orders issued.	Action taken.
3. The appointment of Superintendent, Government Central Press, should be abolished and a new appointment of Superintendent, Government Printing should be created. The new officer should have control of the Central Press in Bombay as reconstituted and of the new press at Yeravda, and exercise in addition to these duties and subject, if necessary, to the orders of the Commissioner in Sind and Agent to the Governor, Kathiawar, respectively, general supervision over the Commissioner's Printing Press, Karachi, and the Agency Press, at Rajkot.	Approved subject to the sanction of the Government of India to the creation of the appointment. The Superintendent, Government Printing, should control the free press at Yeravda, the Government Central Press as reconstituted and also the High Court Press. Government left it to the Superintendent to decide about the transfer of suitable urgent work to Yeravda and similar work from the High Court to the Central Press at Bombay so that the work to be done at the High Court Press might be reduced to a minimum. The supervision of the presses at Karachi and Rajkot was left subject to the orders of the Commissioner in Sind and Agent to the Governor in Kathiawar, respectively.	Carried out (except as regards the new press at Yeravda).
4. The Superintendent, Government Printing, should have control of all arrangements for supplying paper to Government presses.	Approved subject to the purchasing of country paper through the Stationery Office as before during the contract period ending 1918.	Carried out.
5. The posts of Superintendent, Photozincographic department and certain other minor appointments at the press in Poona belonging to that department should be abolished and the press itself placed under the charge of the Superintendent, Government Printing. 6. All form-printing work done at the press of the Photozincographic department should be transferred to Yeravda Prison Press.	(5) and (6) The Photozincographic Press was to be administratively subordinate to the Settlement Commissioner and commercially subordinate to the Superintendent, Government Printing. Form printing and other type work were to be transferred to Yeravda Prison Press subject to the approval of both the Settlement Commissioner and the Superintendent, Government Printing, doubtful cases being referred to Government, if in any case, the two officers did not agree. The Photozinco Press should not ordinarily undertake work for Indian States and semi-official bodies in competition with private presses. Only private work of a highly specialised character which is beyond the capacity of local private presses might be undertaken.	Carried out.

Committee's Proposals.	Orders issued.	Action taken.
7. The Government Book Depôt should be transferred to Poona.	Approved as accommodation became available there.	Carried out.
8. A special officer should be appointed to standardize forms, which should then be transferred to Yeravda Prison Press.	Approved ..	First Mr. F. S. Jehangir and latterly Mr. P. R. Kapadia were placed on special duty in connection with the standardization of forms transferred to Yeravda Press.

447. Government thus modified the committee's recommendations in respect of the High Court Press and the Photozincographic Press and so to some extent reduced the financial benefits of the proposed scheme. But the measures approved were estimated to yield an annual saving of Rs. 30,000 and a considerable increase in efficiency of work. The post of the Superintendent, Government Printing, with headquarters at Poona was created with the approval of the Government of India and the printing department was put under his control in 1914. The superintendent was given, in addition to supervision over the different presses in the Province, charge of the supply of paper to the Government presses and to the Stationery office. He was also entrusted with the examination of the expenditure of officers throughout the Province on printing at private presses and on stationery with a view to checking the tendency of officers to buy from private presses forms and envelopes for which standard articles were available and with the duty of seeing that in cases where the employment of private presses was really needed, the rates charged were reasonable. The strict performance of this important duty has saved Government large sums of money every year.

448. The temporary building on the Kennedy Sea-face, which was sanctioned for the Central Press as an emergency measure while the hydraulic press building was being remodelled and overhauled after its collapse, was occupied in 1914. The remodelling and repairing of the hydraulic press building was held up on account of the out-break of war and the Central Press had to remain in the temporary building on the Kennedy Sea-face until 1927. The war also prevented the new non-jail press being built at Yeravda. During the next few years, progress was, however, made and the Public Works Department Press was abolished and the Secretariat Press was amalgamated with the Government Central Press. The non-urgent work was transferred to Yeravda Prison Press and the Book Depôt was also moved to Poona.

Finally Government decided to build a new Central Press at Bombay at Charni Road. The building was completed and occupied by the press in 1927. Thereafter the department was centralised and reorganised, all special forms and non-urgent book work which had been transferred to Yeravda Press was partly brought back and the necessary readjustments were made in the establishments at Bombay and the Yeravda Presses.

The headquarters of the Superintendent, Government Printing and Stationery, were also transferred to Bombay in the year 1925.

Mechanical development of the press.

449. In the year 1913, a small beginning was made with mechanical composition at Bombay by the purchase of a monotype machine for the Government Central Press. This section of the press proved to be very useful and was developed from time to time. The section at present consists of 14 monotype casters, 15 key-boards and 6 linotypes.

450. In 1916, following the example of the Government of Madras who had established a rubber stamp section in their press in 1913 and after deputing the Superintendent, Government Printing, to Madras to study the subject, Government sanctioned the establishment and plant required for the manufacture of rubber stamps at the Government Central Press. The new arrangement has proved very economical compared with the previous system of purchase by annual contracts followed by the stationery office.

451. In 1919, owing to paucity of labour at that time, a Multigraph section was introduced in the Central Press with six compotypes and a multigraph printer, worked by female labour. This section was grouped with the mono-operating section, which was also managed by female labour, and both together placed under the supervision of one forewoman. The multigraph section was, however, abolished from 1st March 1932 as being no longer necessary.

452. The Lithographic section of the Government Central Press which was established in 1882 was also closed down with effect from 1st of April 1930 and all cartographical work was transferred to the Government Photozincographic Press, at Poona.

Rules and procedure to be followed in getting printing and binding work done at the Government presses or in getting supplies of Standard and special forms and envelopes.

453. The work of the printing department of the Bombay Government mainly consists of—

(1) Printing and binding work of all departments of the Bombay Government and such other officers of other Governments and Local bodies as have been authorised to get their work done at the Bombay Government presses to the extent they are so authorised.

(2) Manufacture of envelopes.

(3) Manufacture of rubber stamps.

(4) To reproduce charts, maps, diagrams, etc.; prepare line blocks or half tone blocks for Government work.

There are three Government presses in the Province of Bombay, viz :—

(*i*) the Government Central Press, Bombay;
(*ii*) the Yeravda Prison Press, Yeravda; and
(*iii*) the Photozincographic Press, Poona.

454. The Superintendent, Government Printing and Stationery Bombay (whose post was sanctioned by Government Resolution, General Department, No. 8723, dated 1st December 1913, and Government Resolution, General Department, No. 5114, dated 30th June 1914) exercises administrative control over all these Presses and is assisted by Managers of the presses (gazetted officers, *vide* Government Order, General Department, No. 4941, dated 23rd June 1915) who are in direct executive charge of the respective presses. The control of the Photozincographic Press, Poona, was transferred to the Superintendent, Government Printing and Stationery, Bombay, both administratively and commercially, with effect from 1st April 1940 (*vide* Government Resolution, General Department, No. 4529/33, dated 25th September 1939).

455. The work generally done at each of the Government Presses is shown in detail under each press and requisitions for doing the respective items of work should be made accordingly.

456. *Powers of the Manager, Government Central Press, Bombay.*—(1) To appoint and promote persons to hold all the posts on the subordinate establishment of the press with the exception of the following appointments :—

Assistant Managers.
Head Clerk.
Accountant.
Establishment Clerk.
Head Reader.
Foreman (Confidential)
Foreman, Book Department.
Overseer.
Binding Foreman.
Mono Mechanic and foreman type foundry.
Lino Mechanic.

(Rule 87, Appendix D, to the Bombay Civil Services Classification and Recruitment Rules.)

(2) To appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien and which can be filled up substantively by the Manager. (B.C.S.R. 9 (37), Appendix I—, Chapter II, Financial Publication No. V.)

(3) To transfer a lien from one post to another which can be filled substantively when they fall vacant. (B.C.S.R. 21, Appendix I, Chapter III, Financial Publication No. V.)

(4) To fix the pay of a Government servant officiating in a post at a rate less than that admissible under B.C.S.R. 57. (B.C.S.R. 66, Appendix I, Chapter IV, Financial Publication No. V.)

(5) To remove Government servants from service or to require them to retire on grounds of misconduct, insolvency or inefficiency in respect of Government servants of subordinate service only, subject to the condition that before any such order is issued the procedure prescribed in Bombay Civil Services Conduct, Discipline and Appeal Rules is followed. (B.C.S.R. 165-A, Appendix I, Chapter IX, Financial Publication No. V.)

(6) To declare that a Government servant whose pay does not exceed Rs. 30 is entitled, for journeys by steamer, to lowest class accommodation only. (B.C.S.R. 406, Appendix I, Chapter XII, Financial Publication No. V.)

(7) To grant permission to take up service or accept private employment, during leave preparatory to retirement, in the case of a Government servant retrenched on reduction of establishment. (B.C.S.R. 638, Appendix I, Chapter XV, Financial Publication No. V.)

(8) To sign establishment, travelling allowance, contingent and other bills etc. of the officers of which he is the head. (Appendix I, T.O. 16, Sub-Rule 23 of Financial Publication No. II.)

(9) To grant leave of any description other than special disability leave, admissible under the rules applicable to the persons concerned in respect of the holders of the posts which can be filled up by the Manager. (Rule 623 of the B.C.S.R., Financial Publication No. V, Appendix XLIV-A and B, Parts I and II of the B.C.S.R., Financial Publication No. V).

(10) To extend leave of a Government servant who remains absent after the end of his leave which was granted by the Manager. (B.C.S.R. 645, Appendix I, Chapter XV, Financial Publication No. V)

(11) (*a*) To grant leave to Government servant who is declared by a medical committee to be completely and permanently incapacitated. (B.C.S.R. 682, Appendix I, Chapter XV, Financial Publication No. V.)

(*b*) To grant maternity leave. (B.C.S.R. 771, Appendix I, Chapter XV, Financial Publication No. V.)

(12) To sanction pension which is certified by the Accountant General to be clearly and strictly admissible under the rules to the non-gazetted Government servants. (B.C.S.R. 213, Appendix I, Chapter XI, Financial Publication No. V.)

(13) To grant subsistence grant to a Government servant under suspension. (B.C.S.R. 151, Chapter VIII, Financial Publication No. V.)

(14) To endorse cheques.

(15) To make payment of money into treasury. (G.R. G.D., No.7049, dated 3rd September 1914).

(16) To impose the following penalties, for good and sufficient reasons upon members of the subordinate services whom the officer has power to appoint :—

(*i*) Censure ;

(*ii*) withholding of increments or promotions including stoppages at an efficiency bar ;

(*iii*) Reduction to a lower post on a fixed pay or on time-scale or to a lower stage in a time-scale ;

(*iv*) Recovery from his pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders ;

(*v*) Fine ;

(*vi*) Suspension ;

(*vii*) Removal from the civil service of the Crown ; which does not disqualify from future employment ;

(*viii*) Dismissal from the civil Services of the Crown which ordinarily disqualifies from future employment (Penalty of fine shall not be inflicted on such members of subordinate services—other than menials and inferior servants—as were in service on 27th May 1930).

The discharge (1) of a person appointed on probation during the period of such probation, (2) of a person appointed, otherwise than on contract, to hold a temporary appointment, on the expiration of the period of that appointment, and (3) of a person engaged under contract, in accordance with the terms of his contract, does not amount to removal or dismissal within the meaning of this rule. (Rules 33 and 34 (1) of Financial Publication No. VIII.)

(17) To sanction an advance to the employees from the General Provident Fund. (Bombay General Provident Fund Rule 14.)

(18) To sanction recurring expenditure upto Rs. 10 per mensem and for a period not exceeding six months' duration subject only to the existence of the necessary budget provision. (Rule 86, exception (*b*) of the Financial Publication No. I and Serial No. 12 of the Financial Publication No. VII.)

(19) To sanction refunds due to return of Government publications and forms sold to the public or other bodies or departments. (Serial No. 14 of the Financial Publication No. VII.)

(20) To purchase an article of furniture of dead stock when the value of each article does not exceed Rs. 50. (Manual of Contingent Expenditure, Rule 72 (*b*), Financial Publication No. IX.)

(21) To write off unserviceable articles of dead stock up to the limit of sanction for purchase. (Serial No. 38 of Financial Publication No. VII, Rule 83, Financial Publication No. IX.)

(22) To sanction advances of pay and travelling allowance to the members of the Government Central Press establishment in case of transfer. (*Vide* Serial No. 36 of Financial Publication No. VII.)

(23) To employ casual labour up to Rs. 3 per day. (*Vide* Serial No. 92 of Financial Publication No. VII.)

(24) To execute mortgage deeds given as security in connection with the employment of treasurers, cashiers or clerks in account offices, charged with the disbursement of money. (*Vide* Serial No. 24 (*2*) of the Financial Publication No. VII.)

(25) To purchase articles of stores, spare parts, etc., which are not on contract subject to the limitation that the value of any one article or similar articles of European and Indian manufacture shall not exceed Rs. 50 and Rs. 100 respectively on every occasion of purchase. (This money limit will not apply to the purchase of spare parts of European manufacture for the Monotype and Linotype machines). Letter No. A.B. 47, dated 3rd April 1927, addressed to the Yeravda Prison Press, from the Superintendent, Government Printing and Stationery, Bombay.)

Work done at the Government Central Press, Bombay.

A

Serial No.	Name of work.	Authority for printing.
1	The Bombay Government Gazette (Weekly)	....
2	The Bombay Police Gazette (Weekly) ..	G.R., J.D., No. 4900 of 1st August 1902.
3	The Labour Gazette (monthly) ..	G.O., G.D., No. 7819 of 29th June 1921.
4	The Bombay Civil List (six-monthly) ..	G.R., G.D., No. 4063 of 22nd December 1932. G.R., G.D., No. 4063 of 6th January 1933.
5	The History of Services ..	G.R., G.D., No. 48 of 6th June 1922. (This authority is for printing in seven parts). G.R., G.D., No. 9262 of 1st February 1933. (Authority for printing in Royal 8vo size and running number of pages for all the Parts.)
6	The Departmental Annual Administration Reports.	*See* List attached on page 151.
7	Reports of Special Committees and Commissions appointed by Government.	Sanctioned each time under fresh Government orders.
8	All printing and binding work for the Legislative Council and Assembly and Secretariat offices.	
9	Dinner Lists, Plans, Engagement Lists, Tour Programmes etc. of His Excellency the Governor of Bombay.	....
10	Die Stamping for the Secretary to the Governor and Military Secretary to Governor and for M.L.C.s, M.L.A.s and Ministers.	....
11	Financial Publications and other Departmental manuals and Correction Slips thereto.	Sanctioned each time under fresh Government orders.

Serial No.	Name of work.	Authority for printing.
12	The Audit Notes on the Accounts of Local Bodies and Government Institutions.	G.R., G.D., No. 2216 of 13th November 1929. G.R., G.D., No. S-42 of 24th May 1935.
13	Record of murder cases under Section 307 of Criminal Procedure Code and Record of Confirmation Cases of His Majesty's High Court of Judicature, Bombay.	G.R., J.D., No. 2279 of 14th April 1893. G.R., J.D., No. 6398 of 20th September 1894.
14	Criminal Appeals ..	G.R., L.D., No. 22 of 12th January 1912.
15	Work for the Bombay Medical Council ..	G.R., G.D., No. 8807 of 19th December 1912. G.R., G.D., No. 880/33 of 12th June 1935.
16	Work for the Registrar, Board of Indian System of Medicine.	G.R., G.D., No. 3982/33 of 23rd April 1940.
17	Work for the Central Cotton Committee ..	G.R., G.D., No. 6603 of 19th October 1928.
18	Work for the College of Physicians and Surgeons.	G.R., G.D., No. 9627 of 14th December 1915.
19	Work for the Prince of Wales' Museum ..	G.R., G.D., No. S-42 of 7th August 1923.
20	Work of the Rambilas Anandilal Podar College.	G.R., G.D., No. 3281/33 of 23rd June 1941.
21	Work for the Board of Physical Education.	G.R., E.D., No. 5310 of 20th June 1938.
22	Work for the Bombay Nurses, Midwives and Health Visitors' Council.	G.R., G.D., No. 1255/33 of 18th January 1936.
23	Work for the Provincial Board for Adult Education.	G.R., E.D., No. 6473 of 23rd November 1938 and G.R., E.D., No. 6971 of 6th June 1939.
24	Printing work for the Industrial Court—such as Awards and Orders.	G.M., P. & S.D., No. 2955/34-E of 30th September 1939.
25	Special Forms for the Officers in Bombay and Suburban.	G.R., G.D., No. 2636/33, dated 4th July 1938.
26	Returns of Civil and Military Buildings with additions and alterations and reprints	G.R., P. W. D., No. A-415, dated 12th February 1908
27	Returns of Provincial Irrigation Buildings	Circular Memorandum, P. W. D., No A-1421 of 3rd June 1903.
28	Gradation List of Officers ..	As per list attached. *See* page 157.
29	Half-yearly Lists of B.M.S. and S.M.S. officers.	

Serial No.	Name of work.	Authority for printing.
30	Voting Papers for the District Local Boards.	G.R., G.D., No. 4455 of 9th August 1924.
31	Electoral Rolls and Ballot Papers for the Bombay Legislative Assembly and Council and Indian Legislative Assembly and forms in connection with the elections.	
32	Departmental Prospectuses and Calendars.	
33	Circulars issued by His Majesty's High Court of Judicature, Bombay (Civil and Criminal).	G.R., H.D., No. 9850/2, dated 13th June 1933.
34	Circulars issued by (1) Accountant General, Bombay, (2) The Examiner Local Fund Accounts, Bombay, (3) The Surgeon-General with the Government of Bombay, and such other heads of departments and offices who are authorized by Government to issue printed circulars.	
35	Indents for stores required from England ..	G.R., G.D., No. 236 of 21st January 1903.
36	Confidential work for Government including College and High School Examination Papers.	For question papers—see list D on page 154.
37	The Examination papers and other confidential and non-confidential work for the University of Bombay.	G.R., E.D., No. 620 of 28th April 1900. G.R., F.D., No. 444 of 1st February 1881.
38	Binding of Library Books and Office Files for the Officers in Bombay, Bandra and Thana.	G.R., G.D., No. 6986 of 6th July 1932.
39	Manufacture of Rubber Stamps ..	G.R., G.D., No. 7876 of 27th November 1916.
40	Bombay Information Series, in English, Marathi, Gujarathi, Kannada and Urdu.	Government Letter, H.D. (Political), No. 3193-Poll., of 27/28th December 1939. (Subsequently amending the number of copies under various orders.)
41	Monthly Indian Law Report.	
42	Catalogue of Books (quarterly) ..	G.R., G.D., No. 1090 of 30th April 1879 (See Rule 9 printed as an accompaniment to G.R., H.D., (Political) No. 2493-Poll. dated 19th November 1923.
42A	R. I. N. List (quarterly).	
43	Annual Budgets.	
44	Acts and Bills.	

Serial No.	Name of work.	Authority for printing.
45	Selections from Poona Residency Records..	G.R., P. & S.D., No. 6898-IV of 12th March 1937 and No. 6898 of 3rd September 1910.
46	Legislative Council and Assembly Debates and Questions for every day of the Sessions and other items for both the Houses as per list attached.	Please see List B on page 150.
47	Summaries of Annual Administration Reports in English and regional languages.	G.R., P. & S.D., No. 2334/34, dated 14th February 1940.
48	Selected decisions of the Bombay Revenue Tribunal in the form of Quarterly Report.	G.R., R.D., No. 4203/39, dated 8th July 1940.
49	Revision Settlement Reports in English and Regional languages and Selections in English only.	G.R., G.D., No. 1093/28, dated 18th October 1940.
50	Traffic Notices for the guidance of the Motorists and the public.	G.R., H.D., No. 1800/4, dated 17th March 1929.
51	Economy Slips with printed addresses to Secretariat departments.	G.R., G.D., No. 1185 of 13th August 1923, 29th November 1929 and G.M., G.D., No. 1185/14-C, of 14th November 1935.
52	Forest Department Working Plans ..	G.R., R.D., No. 3553 of 1st May 1896 and No. 3735 of 10th June 1903.
53	Town Planning Schemes ..	Sanctioned from time to time.
54	Technical Papers—P. W. D. ..	Sanctioned from time to time.
55	List of candidates for Mamlat in the Southern Division (annual).	G.M., R.D., No. 8628/33/26308-E, dated 6th November 1941.
56	List of Newspapers published in the Province of Bombay (annual) and a list of corrections thereto (monthly).	G.R., H.D. (Political) No. 1835-Poll, dated 18th October 1937.
57	List of publications forfeited by the Government of Bombay and other Provincial Governments and Administrations.	H.D. (Political) Endorsement No. 168-Poll, dated 30th January 1924.
58	List of forfeited Publications from which the ban was removed.	
59	Loan Prospectuses and other similar notifications of other Governments received from the Manager, Reserve Bank of India, Bombay.	G.M., F.D., No. 517-E of 5th May 1937.
60	Confidential work of the Reserve Bank of India.	G.R., G.D., No. 2849/33 of 21st July 1938.
61	Capital and Revenue Accounts of Provincial Buildings.	G.R., P.W.D., No. P-70/28584 of 7th February 1933.

Serial No.	Name of work.	Authority for printing.
62	Consolidated list of all cases pending disposal of the Appellate Side of the High Court on 1st January every year.	G.R., H.D., No. 9850/2, dated 13th June 1933.
63	Budget Grant Statement received from the heads of departments.	G.C., G.D., No. 1263 of 29th May 1926.
64	Notices, Orders, etc., issued by the Commissioner of Police, Bombay, or the Chief Presidency Magistrate.	G.R., J.D., No. 2951 of 8th May 1918.
65	Work of the Central Government officers on the express sanction of the Controller of Printing only such as Notices to Mariners, Monthly list of average values, classified and Consolidated Abstracts, Six-monthly Budget Estimates, General Letters, etc.	

458. *List of items printed for the Legislative Assembly and Council offices.* (Please see Serial No. 46 of statement A.)

B

1. Proceedings of the Bombay Legislative Assembly and Council.
2. Government and Private Bills at various stages.
3. Select Committees' Reports.
4. Opinions received on a Bill, when a bill is published for eliciting public opinion thereon.
5. Consolidated lists of amendments to Bills.
6. Monthly Statement of Bills.
7. Questions Lists.
8. Questions and Answers Lists.
9. Agenda.
10. Budget Motions.
11. Bombay Legislative Assembly and Council Rules.
12. Legislature Manual.
13. Library Catalogue.
14. Digest of Speaker's Rulings.
15. List of Members together with their addresses.
16. Daily Debates.

459. *List of Annual Administration Reports printed at the Government Central Press, Bombay.*

(Please see serial No. 6 of Statement A.)

C

Serial No.	Name of Report.	Authority for printing.
1	Annual Administration Report of the Land Records Department.	G.O., G.D., No. 659, dated 27th January 1916.
2	Annual Administration Report of the Excise Department in the Bombay Province.	G.O., G.D., No. 659, dated 27th January 1916.
3	Annual Administration Report of the Forest Department.	G.O., G.D., No. 659, dated 27th January 1916.
4	Annual Administration Report of Silvicultural Research.	G.R., R.D., No. 2668/28, dated 1st July 1929.
5	Annual Administration Report of the Registration Department.	G.O., G.D., No. 659, dated 27th January 1916.
6	Annual Administration Report of the Municipalities in the Province of Bombay.	G.R., G.D., No. 3065/33, dated 18th November 1938.
7	Annual Administration Report of the Local Boards in the Province of Bombay.	G.R., G.D., No. P-52 of 27th September 1929 and No. 3065/33 of 18th November 1938.
8	Annual Report, Examiner of Local Fund Accounts.	G.M., G.D., No. P-42 (2)—5447A dated 15th July 1929.
9	Annual Report on the working of the Backward Class Department.	G.C.M., G.D., No. 980, dated 5th April 1930.
10	Juvenile Branch Administration Report ..	G.R., H.D., No. 1462/4 of 9th December 1938. G.L., H.D., No. 1462/4 of 28th January 1938.
11	Annual Report of the Yeravda Industrial School.	G.O., G.D., No. 659, dated 27th January 1916.
12	Annual Report on Jails in the Bombay Province.	G.O., G.D., No. 659, dated 27th January 1916.
13	Annual Report of the David Sassoon Industrial School.	G.O., G.D., No. 659, dated 27th January 1916.
14	Annual Report on the Bombay Province Probation and After Care Association and Borstal School, Dharwar.	G.L., H.D., No. P. 158 of 13th July 1935.
15	Annual Report on working on Criminal Tribes Act of the Province of Bombay.	Govt. Letter, J.D., No. 9034 of 27th October 1919.
16	Annual Report of the Veterinary Department.	G.O., G.D., No. 659, dated the 27th January 1916.
17	Annual Report of Veterinary Investigations.	Govt. Endorsement, R.D., No. 234-A-39, dated 8th March 1939.

Serial No.	Name of Report.	Authority for printing.
18	Biennial Administration Report on Town Planning and Valuation Department.	G.M., G.D., No. S-42-A, dated 22nd April 1930.
19	Land Revenue Administration Report ..	G.O., G.D., No. 659 of 27th January 1916.
20	Administration Report—Parts I and II—Irrigation.	G.R., P. W. D., No. 2209/27, dated 21st November 1929.
21	Administration Report of the Bombay-Sind Public Service Commission.	G.M., Poll. and Reforms Department No. 1718/34-D, dated 3rd May 1937.
22	Administration Report on the Police for the City of Bombay.	G.R., J.D., No. 4695 of 29th July 1893. G.R., H.D., No. 8067 of 4th April 1929.
23	Annual Administration Report of the Police Department of the Bombay Province.	G.R., J.D., No. 4805 of 11th July 1900. G.R., H.D., No. 8067 of 4th April 1929.
24	Administration Report of Sir J. J. School of Art.	G.R., E.D., No. 5570 of 13th September 1933.
25	European School Kindergarten Examination Report.	G.R., E.D., No. 1423 of 25th February 1924. G.R., E.D., No. 1423 of 17th April 1925.
26	Administration Report on Mental Hospitals.	G.O., G.D., No. 659 of 27th January 1916.
27	Administration Report of Chemical Analyser to Government.	G.O., G.D., No. 659 of 27th January 1916.
28	Administration Report of the Civil Hospitals and Dispensaries.	G.O., G.D., No. 659 of 27th January 1916.
29	Administration Report of Grant Medical College.	G.R., G.D., No. 7347 of 7th February 1919.
30	Administration Report of Board of Public Health Works.	G.R., G.D., No. P. 75 of 23rd July 1926. G.M., G.D., No. P-75A of 19th September 1930.
31	Administration Report of Public Health ..	G.O., G.D., No. 659 of 27th January 1916.
32	Administration Report of Haffkine Institute.	G.O., G.D., No. 659 of 27th January 1916.
33	Administration Report of the Department of Agriculture.	G.O., G.D., No. 659 of 27th January 1916.
34	Administration Report on working of Co-operative Societies in Bombay Province.	G.O., G.D., No. 659 of 27th January 1916.
35	Administration Report of the Rural Development in the Province of Bombay.	G.R., R.D., No. 4090/33 of 4th October 1939.

Serial No.	Name of Report.	Authority for printing.
36	Administration Report of the Committee of Direction for Technical and Industrial Training.	G.M., G.D., No. 6576K of 24th April 1939.
37	Administration Report of the Department of Industries.	Government Endorsement, R.D., No. 3862 of 14th April 1919.
38	Administration Report of the Department of Industries (Fisheries Section).	Do,
39	Administration Report on Working of Indian Factories Act.	G.O., G.D., No. 659 of 27th January 1916.
40	Administration Report of Workmen's Compensation Act, 1923.	G.M., G.D., No. P-76/9508D of 10th August 1925.
41	Administration Report on the Administration of Bombay Smoke Nuisances Act.	G.M., P.D., No. P-157-B of 9th June 1931.
42	Administration Report on Working of Trade Dispute Act, 1929.	G.M., P.D., No. P-124 of 2nd June 1930.
43	Administration Report on Administration of the Indian Boilers Act, 1923.	....
44	Administration Report on the working in Indian Trade Unions Act, 1926.	G.R., G.D., No. 980 of 29th March 1922. G.M., G.D., No. P. 791-D of 16th November 1928.
45	Administration Report of Civil and Military Works of Public Works Department.	Received from P. W. D.
46	Administration Report on the Administration of the Industries Housing Scheme.	Do.
47	Administration Report of the Printing and Stationery Department.	G.R., G.D., No. P. 63 of 18th April 1929.
48	Financial Account and Audit Report ..	C.P.O. No. 8/9/35-P, dated 22nd October 1935.
49	Appropriation Accounts ..	
50	Annual Review on the Working of the Treasuries.	G.M., F.D., No. P. 167-A of 17th August 1927.
51	Annual Report on Public Instruction in Bombay Province and its Supplement.	G.O., G.D., No. 659 of 27th January 1916.
52	Annual Administration Report of the Bombay Collectorate.	
53	Annual Stamp Statistical Tables ..	Government Endorsement, R.D., No. P. 278/12281-E of 16th July 1928.
54	Administrative Report on the Administration of Minors' Estates.	G.O., G.D., No. 659 of 27th October 1916.
55	General Administration Report ..	G.O., G.D., No. 659 of 27th January 1916.

Serial No.	Name of Report.	Authority for printing.
56	Report on the Minors' Estates ..	Received from Govt. in the R.D.
57	Report on the Administration of Civil and Criminal Justice.	G.O., G.D., No. 659 of 27th January 1916.
58	Annual Report of the Kannada Research Office and Kannada Research Work.	G.R., E.D., No. 6563 of 25th July 1941.
59	Annual Report on the Administration of the Motor Vehicles Act for Bombay City.	H.D., No. 8697/3 of 1st July 1937.
60	Annual Report on the Administration of the Motor Vehicles Act for the Presidency.	G.R., H.D., No. 8627/3 of 1st July 1937.
61	Annual Progress Reports of the Schemes financed by the Imperial Council of Agricultural Research.	G.M., R.D., No. 1156/1/28 of 7th October 1933. G.M., R.D., No. 466A/39 of 31st August 1939.

460. *List of Question Papers printed in the confidential room.*

(Please see item 36 of Statement A.)

D

Serial No.	Description.	Authority for printing.
	Question Papers for—	
1	The Government High Schools Examinations.	G.R., G.D., No. 61 of 10th January 1879.
2	The Government Secondary Schools Examinations.	
3	The Elphinstone High School Examinations, Bombay.	G.R., E.D., No. 4890 of 27th May 1931.
4	The Drawing and Craftwork Examination in English and Regional languages.	G.O., E.D., No. 628 of 7th March 1916.
5	The Architecture Examination ..	G.M., E.D., No. 7150-E, dated 6th October 1939.
6	The Accountancy and Diploma Classes Examination.	G.O., E.D., No. 3355 of 19th November 1915.
7	The Vernacular Final Examination for Boys and Girls.	....
8	The Secondary Teachers' Certificate Examination.	....
9	The Government Colleges Examinations ..	G.R., E.D., No. 61 of 10th January 1879.

Serial No.	Description.	Authority for printing.
	Question Papers for—	
10	The Sessional Examination of the Government Apprentice Scheme.	G.O., G.D., No. 1487 of 23rd March 1933. Also G.R., G.D., No. 9887 of 22nd April 1936.
11	The Government Diploma in Co-operation and Accountancy.	G.R., G.D., No. 252-A of 8th February 1937.
12	The Departmental Examination of the Non-Gazetted Executive Officers of the Income Tax Department.	Controller of Ptg. and Stny., India, No. P-26/3/35 of 16th October 1935 and 6th April 1936.
13	The Articled Clerk's Examination ..	G.R., H.D., No. S-70-(4) (A) of 15th November 1940.
14	The Departmental Examination of the Non-Gazetted Officers of the Excise Department.	G.R., R.D., No. 3066/33 of 7th December 1934.
15	The Central Police Training School, Nasik ..	G.R., H.D., No. 518/2 of 17th August 1926.
16	The University of Bombay ..	G.O., E.D., No. 957 of 6th April 1916, and G.R., E.D., No. 620 of 28th April 1900.
17	The Industrial and Technical Schools under the control of the Committee of Direction.	Dept. of Industries No. Tech. 4201 of 3rd November 1939.
18	The Ranger Candidates' Examination ..	G.R., G.D., No. 9887 of 5th September 1934.
19	The Examination held under the Auditors' Certificate Rules, 1932.	Government of India sends a letter every year for this examination.
20	The High and Middle School Scholarship Examination.	G.R., E.D., No. 4121 of 22nd January 1938.
21	The Annual examination of the Government Hand Weaving Institute, Poona.	G.R., G.D., No. 8323 of 10th April 1933.
22	The Efficiency Bar Examination of the Bombay Medical Service and Subordinate Medical Service Officers.	G.R., G.D., No. 7977 of 9th July 1930.
23	The Examination under the Bombay Boiler Rules, 1924.	G.R., G.D., No. 4699 of 12th November 1889.
24	The Police Departmental Examination in Law for Sergeants and Head Constables.	G.O., H.D., No. 518/2 of 17th August 1926, and G.O., J.D., No. 4022 of 25th July 1890.
25	The Departmental Examination of Forest Clerks.	G.O., E.D., No. 9/1575 of 10th September 1931. Also see Rule No. 9 in Appendix XIV of the B. P. Forest Manual, Vol. I.

Serial No.	Description.	Authority for printing.
	Question Papers for —	
26	The Sub-Service Departmental Examination.	G.R., H.D., No. 236/2 of 22nd April 1927.
27	The Qualifying Examination for entry to the I.M.M.T.S. "Dufferin".	Government of India No. 3248 of 17th February 1928. Controller of Printing and Stationery, No. 16-1-34-P of 20th February 1934.
28	The Examination of Accounts Clerks and Local Fund Accountants for Districts and School Boards.	G.R., G.D., No. 542, dated 22nd September 1930, and G.R., G.D., No. 4533 of 3rd October 1930.
29	The Departmental Examination of Clerks in the Judicial Department.	G.R., H.D., No. 9850/2 of 13th March 1933.
30	The Departmental Examination of Clerks in the Police Department.	G.R., H.D., No. 9546/2 of 25th August 1931.
31	The Sanitary Inspectors' Examination ..	G.R., G.D., No. P-72 of 22nd November 1923.
32	The L.C.P.S. Examination ..	G.R., G.D., No. 9627, dated 14th December 1915.
33	The Nurses, Midwives and Health Visitors .	G.R., G.D., No. 9097 of 6th May 1932, and G.R., G.D., No. 1255/33 of 18th January 1936.
34	The Advocates' Examination ..	G.R., H.D., No. 9850/2 of 13th June 1933.
35	The Language Examination ..	G.M., P. & S.D., No. 1718/34-D, dated 3rd May 1937.
36	The Electrical Supervisors' and Wiremen's Examination.	G.R., P.W.D., No. 7849/27 of 9th January 1934.
37	The Hindustani Shikshak Sanad Examination and the Refresher Course Examination.	G.R., G.D., No. 7252, dated 20th March 1940.
38	The Physical Education, Kandivali ..	G.R., E.D., No. 7044 of 16th August 1939.
39	The Royal Institute of British Architects.	Authorized yearly by fresh Government Orders.
40	The Annual Associate Examination of the Indian Institute of Bankers.	
41	The Cambridge Junior and Schools Certificate Examination.	G.M., G.D., No. 7199/E of 23rd November 1939.
42	Examination of Postal Department ..	Telegram , No. 6564-P of 2nd October 1937 from Controller of Printing and Stationery.

461. *Gradation lists printed at the Government Central Press, Bombay.*

(Please see item 28 of Statement A.)

E

Serial No.	Department for which the Gradation List is printed.	Period of printing.	Authority for printing.	Remarks.
1	Gradation lists of the staff of *all* departments of the Secretariat.	Half-yearly.	G.R., G.D., No. 9542, dated 17th October 1941.	
2	Seniority list of Supervisors and Overseers, P. W. D.	Annually.	G.M., P.W.D., No. 117/2831-E of 6th February 1933.	
3	List of Gazetted Officers of the Land Records, Land Revenue Departments, etc.	Quarterly.	G.M., R.D., No. S. 6/2064-E of 16th February 1933.	
4	List of Gazetted Officers holding appointments under the Home Department (excluding the Subordinate Civil Judicial Service and officers of the Police Department in the Bombay Province.	Half-yearly.	G.R., G.D., No. 9542, dated 17th October 1941.	
5	List of Gazetted Police Officers, except Superintendents and Inspectors of the Bombay City Police and Inspectors of Police in the mofussil, under the Home Department in the Province of Bombay.	Do. ..	Do.	
6	Gradation list of Officers belonging to the Judicial Service in the Province of Bombay.	Do. ..	Do.	
7	P. W. D. Portion from Civil List.	Do. ..	G.M., P.W.D., No. S. 17/18595-M, dated 11th August 1933.	
8	List of Gazetted Forest Officers and Rangers issued by the Chief Conservator of Forests.	Annually.	G.R., R.D., No. 274/33 of 11th September 1933.	
9	List of Subordinate Veterinary Establishment issued by the Director of Veterinary Services, Bombay Presidency.	Do. ..	Do.	
10	Departmental Gradation list issued by the Inspector-General of Registration.	Do. ..	Do.	
11	Gradation List of Graduates and Non-graduate assistants and of clerks in the Agricultural Department.	Do. ..	Do.	
12	The Bombay Excise Directory issued by the Commissioner of Excise, Bombay.	Do. ..	Do.	
13	List of S. M. S. Officers from the Surgeon-General with the Government of Bombay	Do. ..	G.O., G.L., No. 2433, dated 20th March 1915.	
14	List of Mamlatdars and D. L. R. from Civil List.	Six-monthly.	G.R., R.D., No. 274E/33 of 20th February 1934.	

462. *List of Periodical returns submitted by the Government Central Press, Bombay.*

F

Serial No.	Period of the Return.	Due date of Submission.	Description of the Return.	To whom to be sent.	Authority.
1	2	3	4	5	6
1	Weekly ..	Monday ..	List of Publications published during the week ending Saturday.	Director of Information, Bombay.	G.O., G.D., No. 7451 of 13th July 1920.
2	Monthly ..	3rd of each month ..	Statement of Invoices for supplies made.	Accountant General, Bombay ..	General Letter No. 6 (T. M. Reforms-1088) of 5th August 1939 from the Accountant General, Bombay.
3	Do. ..	Do. ..	Abstract Bill for supplies received and to be adjusted by book transfer.	Do. do. ..	
4	Do. ..	1st of each month ..	Statement of cash received and credited into Treasury.	Superintendent, Government Printing and Stationery, Bombay.	G.C., G.D., No. 6611 of 6th September 1929.
5	Do. ..	10th of each month ..	Detailed Bill of Contingent Charges (for amounts) drawn on Abstract Bills during the Month.	The Accountant General, Bombay, through the Superintendent, Government Printing and Stationery, Bombay.	Rule 20 (*a*) and (*b*) of Financial Publication No. IX (Manual of Contingent Expenditure) and G.R., F.D., No. 3471 of 24th September 1915.
6	Do. ..	Do. ..	Monthly Statement of Expenditure.	Superintendent, Government Printing and Stationery, Bombay.	G.R., F.D., No. 2613, dated 7th September 1925.

7	Yearly ..	25th April ..	Quarterly Statement for quarter ending 31st March of expenditure in duplicate.	Do. do. ..	Letter No. A. B. 398 of 27th April 1937 from the Superintendent, Government Printing and Stationery, Bombay, and G.M., G.D., No. P.-167-C of 11th June 1935.
8	Six monthly ..	15th October ..	Report regarding probable alterations in the Budget Estimates (Receipts and expenditure) by minor heads on the basis of the actuals for the first six months of the year current and other information available (both in India and England).	Do. do. ..	G.R., F.D., No. 270-G of 23rd July 1932 and letter No. A. B. 2261 of 9th October 1935 from the Superintendent, Government Printing and Stationery, Bombay.
9	Eight monthly ..	10th December ..	Report on the basis of actuals of first eight months of the year current, etc.	Do. do. ..	Do. do.
10	Nine monthly ..	15th January ..	Report on the basis of actuals of first nine months of the year current, etc.	Do. do. ..	Do. do.
11	Annual ..	10th January ..	Annual Return of Operatives in duplicate.	The Chief Inspector of Factories, Bombay Province, Bombay.	Under the Factory Act XXV of 1934 as required by the Government of India, Notification No. L. 3050 of 8th August 1935, Department of Industries and Labour (Factories).
12	Do. ..	Do. ..	Return showing the cost of work done for the Registration Department during the Financial Year.	Inspector-General of Registration, Bombay Province, Poona.	G.R., G.D., No. 6705 of 3rd January 1927.
13	Do. ..	15th January ..	Return showing the cost of work done for the Jail Department during the Financial Year.	Inspector General of Prisons, Bombay Province, Poona.	Do. do.

Serial No.	Period of the Return.	Due date of Submission.	Description of the Return.	To whom to be sent.	Authority.
1	2	3	4	5	6
14	Annual ..	15th January ..	Annual Statement of Accidents and Compensation paid as per Workmen's Compensation Act, in duplicate.	Commissioner for Workmen's Compensation, Bombay.	Government of India Notification No. L.-1189 of 28th March 1935, Department of Industries and Labour, republished in Government of Bombay, Political and Reforms Department, Notification No. 61/34(*b*) of 2nd April 1935 in the *Bombay Government Gazette*.
15	Do. ..	10th April ..	Certificate of Cash Permanent Advance.	Accountant General, Bombay ..	Article 93 (7) of the C. A. C., 8th Edition.
16	Do. ..	5th April ..	Return of Military Officers re-employed.	Superintendent, Government Printing and Stationery, Bombay.	General Letter No. 5 (T. M. 29-C/1376 of 9th September 1940 and General Letter No. 6 (T. M. 29-C/1615), dated 8th October 1940, from the Accountant General, Bombay.
17	Do. ..	Do. ..	Statement showing the names of the applicants who claimed qualifications of conducting an adult education class.	Do. do. ..	G. C., Political and Services Department No. 2512/34, dated 20th August 1941 and Superintendent, Government Printing and Stationery's letter No. M. B. 3229 of 18th September 1941.
18	Do. ..	10th April ..	Establishment Return, in duplicate.	Accountant General, Bombay ..	Article 62 (1) of the C. A. C., 8th Edition.

19	Do. ..	Do. ..	Gradation List of Permanent Establishment.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's letter No. M.B. 2168 of 22nd January 1941.
20	Do. ..	Do. ..	Statement showing the names and details of Income of the employees of the Press whose income is not less than Rs. 1,600 per annum.	Income-tax Officer	Article 21 of the Income-tax Act (Act XI of 1922).
21	Do. ..	Do. ..	Statement showing the names of contractors and the amounts paid to them during the financial year.	Income-tax Officer (through the Superintendent, Government Printing and Stationery, Bombay).	G.R., F.D., No. 5304, dated 2nd April 1927.
22	Do. ..	15th April ..	Forecast of Stores Plant and Machinery, etc., required during the following year.	Superintendent, Government Printing and Stationery, Bombay.	Rule 307 of F. P. No. I and letter from the Superintendent, Government Printing and Stationery, Bombay.
23	Do. ..	5th May ..	Statement of adjustments to be made in the Depreciation Fund Account.	Accountant General, Bombay ..	Letter No. D.A. IV-56-4498 of 19th November 1937 from the Accountant General, Bombay.
24	Do. ..	15th June ..	Annual Cost Statements of the Press (Statements i to iv).	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's letter No. P.B. 456 of 25th May 1939.
25	Do. ..	15th July ..	Annual Report of the Press with Cost Statements of the year.	Do. do. ..	Do. do.
26	Do. ..	15th June ..	Annual Statement of the cost of work supplied to the officers of the (1) Central Government and (2) 48, Army and Marine Departments (Central).	The Accountant General, Bombay.	D.A. IV-56/4498, dated 19th November 1937.

Serial No.	Period of the Return.	Due date of submission.	Description of the Return.	To whom to be sent.	Authority.
27	Annual ..	15th July ..	Forecast of the probable value of supplies to the officers of the Central Government during the following year (for budget purposes).	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's letter.
28	Do. ..	15th June ..	Store Account of the Press ..	Accountant General, Bombay ..	Accountant General's letter No. C.A.-1186 of 16th November 1933.
29	Do. ..	15th September ..	Budget Estimate of Receipts and Expenditure—Parts I-B and II-A.	Superintendent, Government Printing and Stationery, Bombay.	Rule No. 302 and Appendix 6 of Financial Publication No. I.
30	Do. ..	20th February ..	Intimation regarding cost of waste paper supplied to the Salvation Army.	Do. do. ..	G.R., P. & S.D., No. 1561/34 of 20th September 1939.
31	Do. ..	15th October ..	Estimate of paper of English and Indian manufacture required during the ensuing year.	Do. do. ..	Letter from Superintendent, Government Printing and Stationery, Bombay, and G.R., G.D., No. 7662 of 30th April 1930.
32	Monthly ..	5th of each month ..	Report on the consignments of paper received from the Mills with two sample sheets from each consignment.	Do. do. ..	Superintendent, Government Printing's letter No. A.B. 1355, dated 3rd August 1932.

33	Annual ..	1st June ..	Intimation of cost of printing and binding work done for the Court Receiver and Liquidator, High Court, Bombay.	Do.	do. ..	G.R., H.D., No. 8831/3 of 9th August 1937.
34	Do. ..	....	Indent for Stores from England.	Do.	do. ..	Rule 132 (8) of the Financial Publication No. IX and G.R., G.D., No. 7662, dated 30th April 1930.
35	Do. ..	30th November ..	Stock taking List (Balance Sheets) of paper and binding material (Two).	Do.	do. .	G.R., G.D., No. P/69 (1) of 17th March 1933.
36	Do. ..	November ..	Stock taking List (Balance Sheet) of Type.	Do.	do. ..	Do. do.
37	Do. ..	September ..	Stock taking Lists (Balance Sheet) of Stores.	Do.	do. ..	Do. do.
38	Do. ..	Do. ..	Stock taking Lists (Balance Sheets) of Dead Stock, Petty Plant and Spare Parts in Store.	Do.	do. ..	Do. do.
39	Quinquennial ..	December ..	Quinquennial Inventory of Dead Stock and Petty Plants articles in use.	Do.	do. ..	G.O., G.D., No. 942 of 26th January 1920.
40	Monthly ..	1st of every month ..	Monthly Statement of Publications authorised to be supplied to Consular Officers or despatched to Neutral Countries.	Do.	do. ..	Departmental Order of the Superintendent, Government Printing and Stationery, Bombay, of 26th September 1941.

Serial No.	Period of the Return.	Due date of submission.	Description of the Return.	To whom to be sent.	Authority.
41	Monthly ..	By the 10th ..	Statement showing names of the Inferior Government servants of the G. C. Press, Bombay, occupying rent free rooms in the D. D. Chawls.	The Manager, Development Department Chawls, Worli, Bombay.	G.R., F.D., No. 4643 of 15th August 1933.
42	Do. ..	By the 5th ..	Statement showing work done for Petrol Rationing Authorities.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's No. M.B. 3926 of 1st November 1941.
43	Yearly ..	10th January ..	Annual Return in Form IV under the Payment of Wages Act.	The Chief Inspector of Factories, B. P., Bombay.	Rule 18 of the Bombay Payment of Wages Rules, 1937.
44	Do. ..	Do. ..	Annual Return under the Bombay Maternity Benefit Act (VII of 1929).	Do. do. ..	Rule 8 of the Maternity Benefit Rules, 1929.
45	Monthly ..	By 5th ..	Statement showing the Overtime allowance granted to peons.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's No. P.B. 2317 of 31st October 1939.
46	Annual ..	1st September ..	Statement of appointments made to the Provincial, Clerical and Inferior Services from 1st August to 31st July.	Do. do. ..	G.C., P. & S. D., No. 1673/34 of 1st November 1939 and Superintendent, Government Printing and Stationery's letter No. A.B. 3388 of 25th November 1939.

47	Do. ..	5th April ..	Cost of forms and printing work supplied to the Bombay-Sind Public Service Commission.	Do. do. ..	Superintendent, Government Printing and Stationery's No. P.B. 2778 of 22nd December 1939.
48	Monthly ..	15th of each month..	Monthly Statement of Printing work done for the (1) Central Government, (2) 48, Army and Marine Departments.	(1) The Controller of Printing and Stationery. (2) The Accountant General, Bombay. (3) The Controller of Naval Accounts, R. I. N. Dockyard, Bombay. (4) The Financial Adviser, Military Finance, Simla. (5) The Secretary to the Government of India, Department of Defence, New Delhi.	G.R., G.D., No. 8938 of 9th November 1932 and 5th June 1941.

463. *Orders of Government on the subject of Printing and Binding at the Government Presses.*

G

Order No.	Subject.
G.R., G.D., No. 9469 of 24th November 1914.	Instructions in regard to the transmission of work to the Press for printing.
G.R., G.D., No. 2069 of 10th March 1915 ..	Preparation of indents for stores containing a small number of entries.
G.R., G.D., No. 3106 of 14th April 1915 ..	Return of Proofs to the Presses for final printing.
G.O., G.D., No. 60, dated 4th January 1916..	Instructions for the careful revision of work before it is sent to the Press for printing.
G.O., G.D., No. 3001 of 10th April 1919 ..	
G.O., G.D., No. 3520 of 17th May 1916 ..	General principles to be observed in ordering the binding of forms, etc.
G.O., G.D., No. 6368 of 14th September 1917.	Procedure to be followed by the Secretariat Departments in sending papers to the Presses for printing.
G.O., G.D., No. 3617 of 23rd May 1918 ..	Rules to be observed in sending papers to the Presses for printing.
G.R., G.D., No. 1237 of 5th November 1921.	Secretariat Departments to consult Superintendent, Government Printing and Stationery before sanctioning printing of new books.
G.R., G.D., No. 6970 of 28th June 1928 ..	Question regarding the Budget Head to which the cost of printing and binding work done at Government Presses should be debited in the *pro forma* accounts maintained by the Presses.
G.R., G.D., No. 6970 of 10th August 1929 ..	Approval of the two requisitions forms for sending work to the Presses.
G.R., G.D., No. 6970 of 7th June 1930 ..	Every requisition on the Presses should be accompanied by the necessary form duly completed.
G.R., P.D., No. 8301 of 28th August 1931 ..	Procedure to be followed in sending work to the Presses for printing.
G.O., P.D., No. 8729 of 6th January 1932 ..	
G.O., P. & R.D., No. 9953 of 7th November 1932.	Rules to be observed in sending papers to the Presses for printing.
G.R., G.D., No. 3718 of 25th September 1929.	Time limit for sending Gazette Notifications to the Government Central Press for publication.
G.R., G.D., No. 3718 of 6th August 1936 ..	
G.M., G.D., No. P-212 of 16th May 1939 ..	Use of Calico cloth manufactured by the Jail Department for binding work.

All officers of the Government of Bombay are requested to follow the instructions carefully while sending work to the Government Presses.

CHAPTER XXVIII

THE YERAVDA PRISON PRESS.

464. The Yeravda Jail Press originated in a small printing outfit in the office of the Inspector General of Prisons, Poona, in or about the year 1866, for the purpose of issuing departmental circulars, etc. The precise date on which it started work is not known but circulars printed in the years 1866 and 1868 have been found on the record of the Inspector General of Prisons, Poona. Such circulars continued to be printed and issued in this press up to the year 1869 when in the year 1870 this printing establishment was shifted to Poona City Jail, as circulars printed in that year and with the imprint " Printed at the Poona Jail Press " were found on record. In the year 1883, the press establishment was somewhat developed and this small press seems to have handled all departmental circulars and a large portion, if not all, of the jail department forms until about the year 1885.

465. In the month of August 1885 this Poona City Jail was abolished and the press establishment was transferred to new quarters in the New Yeravda Central Prison. In the year 1891, Government raised the question of the advisability of executing form printing for various departments of Government at the Yeravda Jail Press on a large scale. After a considerable correspondence with the Inspector General of Prisons, Poona, and on his concurrence with the view held by Government, it was finally decided to execute all form work at the Yeravda Jail Press. Later on in the same year, the Superintendent, Government Central Press, Bombay, was deputed to visit the Yeravda Jail Press and the Government Press in Madras (*vide* Government Resolution No. 6046, dated the 27th September 1893) to ascertain how far the form printing of Government departments could be introduced as a Jail Industry in Yeravda. He reported adversely and the proposal was for the time being shelved. (*Vide* Government Resolution, Judicial Department, No. 5775, dated 20th August 1894.)

466. On further representations and reports made by some officers and the most important of which being that of the Inspector General of Prisons, Poona, Government again sanctioned the deputation of the Second Deputy Superintendent, Government Central Press, Bombay, for three months to enquire into the proposed transfer of work and the establishment of the printing industry at Yeravda. (*Vide* Government Resolution, Judicial Department, No. 2460, dated the 1st of April 1896.) The considered report of this officer was read and on the suggestions made by the Superintendent, Government Central Press, Bombay, orders were issued to the Inspector General of Prisons, Poona, that in addition to the jail forms, the work of manufacturing and stocking of envelopes, guard books, Registration and Deccan Agricultural Relief Acts forms should be taken up as a start, with instructions to augment this endeavour with the occasional help from the Government Central Press, Bombay.

(*Vide* Government Resolution, Judicial Department, No. 2432, dated the 30th March 1898.) After experience was gained, it was decided by Government (*vide* G.R., J.D., No. 2467, dated 13th June 1899) that all printing and distribution of standard forms for all departments of Government should be transferred to the Yeravda Central Prison Press.

467. The work and scope of this press gradually expanded and in the year 1900 (*vide* G.R., J.D., No. 7595 dated the 10th November 1900) the post of the Superintendent of the Deccan Central Prison was created. In the year 1902, the printing and supply of magisterial, police and judicial forms was taken over by the Yeravda Prison Press. The total outturn of the press by this time amounted to from 3½ to 4 million forms and the addition of the magisterial and police forms, etc., raised this outturn to 18 million forms. To accommodate this addition and for the installation of stereo foundry some temporary additional work-sheds were allotted during the next two or three years. To provide for the growing requirements of this Press, the question of erecting a suitable building was taken up by Government in May 1907, and the press was removed to its present quarters. (*Vide* Government Resolution, P. W.D., No. C.W. 938, dated the 30th March 1905.)

468. The removal of the Press to the new spacious building resulted in taking over the balance of the standard form printing amounting approximately to 30 millions of forms annually, making a total output and handling of between 45 to 50 millions of forms per year. Further as per orders issued in G.R., G.D., No. 7071, dated the 22nd October 1912, the work of printing of all forms, standard and special, including those the average consumption of which is less than 500 was also transferred to this press and has since been entirely executed by this press. To this, the committee appointed by Government in 1912, added all non-urgent work from the Government Central Press, Bombay, and finally all Sind standard forms came to the Yeravda Press from the Commissioner's Printing Press, Karachi, in the year 1917, with the exception of revenue, judicial and civil forms which only were retained at Karachi. At this stage the outturn at the Yeravda Prison Press reached its maximum importance and so continues undisturbed until now.

469. All destandardized forms Spl. forms class (*a*) were formerly printed at the Government Central Press, Bombay, every fifth year after obtaining the requirements of all officers for 5 years, and supplied to them in stocks to last for a number of years. In view of the fact that no practical check was exercised on such demands and owing to the scanty accommodation available in certain offices to keep such a large stock and as a result maintenance of an inaccurate account of stocks received and consumed it was directed that the printing of these destandardized forms should be transferred to the Yeravda Prison Press who should print them in a three or five years' requirements at a time according to its convenience and supply them to the indenting officers annually along with the standard forms in a quantity sufficient for a year's requirements only. (*Vide* G.R., G.D., No. S. 62, dated 15th March 1935.)

Powers of the Manager, Yeravda Prison Press.

470. The Manager, Yeravda Prison Press, Yeravda, exercises the following powers as per the authorities quoted under each :—

(1) To appoint and promote persons to hold all the posts on the subordinate establishment of the Yeravda Prison Press with the exceptions of the heads of sections of the undernoted appointments :—

1. Head clerk,
2. Head examiner,
3. Composing foreman,
4. Overseer,
5. Binding foreman,
6. Fitter and turner.

(Rule 87 in appendix D to the Bombay Civil Services Classification and Recruitment Rules).

(1*a*) To grant leave of any description, other than special disability leave, admissible under the rules applicable to the persons concerned, in respect of the holders of the posts which can be filled up by the Manager, if vacant. (Rule 623 of the B. C. S. R., Financial Publication No. V, and Rule 3 of App. XLIV-A of the B. C. S. R., Financial Publication No. V.)

(2) To sign the establishment and piecework pay bills and the abstract and contingent bills (the latter being forwarded to the Superintendent, Government Printing and Stationery, Bombay, for countersignature).

(3) To endorse cheques.

(4) To make payments of money into the treasury.

(5) To purchase articles of dead stock or petty plant to the extent of Rs. 25 per each kind of articles. (For items 2 to 5, *vide* G.O., G.D., No. 1450, dated 18th February 1915, and G.O., G.D., No. 10756, dated 18th October 1920.)

(6) To purchase stores, spare parts, etc., the value of which is Rs. 100 or less for each item. (*Vide* letter No. A.B. 47, dated 3rd April 1927, from the Superintendent, Government Printing and Stationery, Bombay.)

(7) To sign travelling allowance bills for the establishment of the Yeravda Prison Press. (Sub-rule 23 under T.O. 16 and Appendix I to the Financial Publication No. II).

(8) To sanction recurring contingent expenditure up to Rs. 10 per mensem and to six months' duration (*vide* Serial No. 12 of the Financial Publication No. VII).

(9) To sanction refunds due to return of Government publications and forms sold to the public or other bodies or departments (*vide* Serial No. 14 of the Financial Publication No. VII).

(10) To execute contracts for the supply of articles of dead stock or petty supplies up to the monetary limit mentioned at items (5) and (6) above and to execute contracts for the sale of useless, unclaimed, or confiscated articles (*vide* Serial No. 24 of the Financial Publication No. VII).

(11) Power to sanction advances of pay and travelling allowance to the members of the Yeravda Press establishment (*vide* Serial No. 36 of the Financial Publication No. VII).

(12) To write off unserviceable articles of dead stock up to the limit of sanction for purchase (*vide* Serial No. 38 of the Financial Publication No. VII).

471. *Work done by the Yeravda Prison Press.*—(1) Printing, storage and supply of the following standard forms and envelopes including the destandardized forms of the respective series :—

(*a*) General forms.

(*b*) Revenue forms.

(*c*) Public Works Department forms.

(*d*) Magisterial, Criminal Procedure Code and Police forms.

(*e*) Judicial forms.

(*f*) Treasury forms.

(*g*) Educational forms and School Board account Code forms.

(*h*) Forest forms.

(*i*) Jail forms.

(*j*) Registration forms.

(*k*) Excise and Opium forms.

(*l*) Sanitary and Vaccination forms.

(*m*) Secretariat forms.

(*n*) Stamp forms.

(*o*) Civil Medical forms.

(*p*) Local Board account and Local Fund forms.

(*q*) Agricultural, Veterinary and Glanders and Farcy Department forms.

(*r*) Other Local Fund forms.

(*s*) Municipal forms.

(*t*) Village Panchayat and Village Benches forms.

(*u*) Forms for Co-operative Societies. (These will not be printed and stocked after the old stock at the Press in exhausted *vide* G.R., R.D., No. 4057-H/33, dated 12th August 1939.)

(*v*) Envelopes with superscription "O.H.M.S."

(2) Standard forms for Sind Government only:

(*a*) Forest forms.

(*b*) Police forms.

(*c*) Magisterial forms.

(*d*) P. W. D. forms.

(*e*) Registration forms.

(*f*) Educational forms.

(*g*) Local Fund forms.

(*h*) Cattle Pound forms.

(3) Lists of engagements, dinner lists, plans, small tour programmes, etc. for H. E. the Governor of Bombay when the Government are at Poona.

(4) Die-stamping work for the Secretary to H. E. the Governor of Bombay or the Military Secretary to H. E. the Governor when the Government are at Poona.

(5) Urgent notes and other small work for the Secretariat departments at the time of Council Sessions in Poona.

(6) Desk diaries and calendars.

(7) Appeal Cases (Civil) of His Majesty's High Court of Judicature, Bombay.

(8) Binding of library books and office files for the officers in Poona and nearer places up to Sholapur (*vide* G.O., G.D., No. 7829, dated 9th October 1915 and G.R., G.D., No. 6986, dated 6th July 1932).

(9) Special envelopes.

(10) Port folios and Katcha file covers for the P. W. D.

(11) File boxes for the Secretariat.

(12) Manufacturing and renovation of tabs for the Revenue Department.

(13) Bulletins and leaflets of the Agricultural and Co-operative departments.

(14) Forecast reports of the Agricultural Department.

(15) Coup sale notices of the Forest Department.

(16) Notices and Jahirnamas regarding the conduct of festival processions, etc.

(17) Proceedings of the Judicial conferences.

(18) Lists of Jurors and Assessors.

(19) Schedules of the General Provident Fund, Defence Savings Provident Fund and Postal Insurance Fund to be attached to the Establishment Pay Bills.

(20) Annual Reports on the Administration of the Talukdari Estates in Guzerat.

(21) Lists of villages in talukas.

(22) Half-yearly list of subordinate medical service officers.

(23) Special forms (except those of Bombay and Suburban officers).

(24) Weather Reports, confidential code books and book-binding work for the Director General of Observatories, Poona, subject to the sanction of the Controller of Printing and Stationery, New Delhi.

(25) Service Books in EM, EG and EK (biglot).

(26) Fortnightly new sheet in Marathi and Gujarati for the use of prisoners.

(27) All kinds of blank books, books for stenographers, pocket note books, port folios, ruled papers, etc., required by the Government Stationery Office, Bombay, for supply to indenting officers.

N.B.—Items 1 and 2 only are stocked at the Yeravda Prison Press. The rest are printed to order and supplied.

List of Periodical Returns submitted by the Yeravda Prison Press.

472. *List of Periodical Returns submitted by the Yeravda Prison Press.*

Serial No.	Nature of Return.	Due Date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
1	Daily ..	Daily ..	Statement showing the Number of Convicts employed in the Press.	Superintendent, Yeravda Central Prison, Yeravda.	Government Order, General Department, No. 8757, dated 2nd November 1914.	
2	Weekly ..	Monday ..	List of publications published during the week ending Saturday.	Director of Information, Bombay.	Government Order, General Department, No. 7451, dated 13th July 1920.	
3	Monthly ..	1st of each month.	Statement of Invoices for supplies made and supplies received.	Accountant General, Bombay.	General Letter No. 6-T.M.-Reforms/1088, dated 5th August 1939 from the Accountant General, Bombay.	
4	Do. ..	Do. ..	Report on the strength of convicts working in the Press.	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 2391, dated 10th February 1939 from Superintendent, Government Printing and Stationery, Bombay.	
5	Do. ..	Do. ..	Monthly statement of cash received and credited into Treasury.	Superintendent, Government Printing and Stationery, through the Treasury Officer, Poona.	Government Circular, General Department, No. 6611, dated 6th September 1929. No. A.B. 2184 of 28th September 1929 from	

					the Superintendent, Government Printing and Stationery.
6	Do. ..	5th of each month.	Two sample sheets from each consignment of paper received from the Mills.	Superintendent, Government Printing and Stationery, Bombay.	No. A.B. 1356 of 3rd August 1932.
6-A	Do. ..	Do. ..	Consolidated statement of allocation of the convicts working in the Press during the month and intimation to Jail office for preferring invoice for convict labour.	Jailor, Yeravda Central Prison.	Press Standing Order.
7	Do. ..	Do. ..	Statement of adjustments in the accounts of forms made in the ledgers during the previous month.	Superintendent, Government Printing and Stationery, Bombay.	Standing Order of the Press.
8	Monthly ..	5th of each month.	Statement showing the sale prices of new and revised forms, worked out during the previous month for sanction of the Superintendent, Government Printing and Stationery.	Superintendent, Government Printing and Stationery, Bombay.	Standing Order of the Press.
9	Do. ..	10th of each month.	Statement of new and revised standard forms with samples and of the forms removed from the catalogue of Standard forms during the previous month.	Superintendent, Government Printing and Stationery and the Controller of Printing and Stationery, New Delhi.	(No. F.B. 707, dated 12th September 1925 from the Superintendent, Government Printing and Stationery.) No. 4/29/35-P, dated 2nd September 1935 from the Controller of Printing and Stationery, New Delhi, and No. S.G. 1359, dated 9th September 1939.

Serial No.	Nature of Return.	Due Date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
10	Monthly ..	10th of each month.	Detailed bill of contingent charges (i) for recurring and (ii) non-recurring items of expenditure.	Accountant General, Bombay, through the Superintendent, Government Printing and Stationery.	Financial Rule 93 under Development Rule 37 (e), Government Resolution, Finance Department, No. 3431, dated 24th September 1915 and Government Order, General Department, No. 1450, dated 18th February 1915.	
11	Do. ..	Do. ..	Monthly statement of expenditure ..	Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, Finance Department, No. 2613, dated 7th September 1925.	
12	Do. ..	15th of each month.	Return (Standard No. Genl. 202) showing the names of officers occupying rent-free quarters while on leave, in duplicate.	Accountant General, Bombay. Copy to the Executive Engineer, Public Works Department, Poona, in respect of Establishment entitled to rent-free quarters.	Government Resolution, Public Works Department, No. 8146, dated 20th November 1928.	
13	Do. ..	Do. ..	Monthly statement for the adjustments of the cost of stationery supplied and Printing work done by the Stationery and Printing Department for (1) Central Government, and	Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, General Department, No. 8938, dated 9th November 1932 and Superintendent, Government Printing and	

			(2) "48, Army and Marine Department". For (1) 4 copies and for (2) 5 copies.		Stationery, No. P.B. 789, dated 18th July 1932.
14	Annual ..	5th January..	Annual return of Operatives in duplicate.	Junior Inspector of Factories, Poona.	Factory Act, XXV of 1934.
15	Do. ..	Do. ..	Return showing the cost of work done for the Registration Department during the Financial Year.	Inspector-General of Registration, Bombay Province, Poona.	Government Resolution, General Department, No. 6705, dated 3rd January 1927.
16	Periodical..	15th January.	Revised estimates of receipts and expenditure (both in India and in England) and of the value of supplies to the officers of Commercial Undertakings of the Bombay Government Estimates of Expenditure only in duplicate.	Superintendent, Government Printing and Stationery, Bombay.	No. A.B. 905, dated 3rd October 1941 from the Superintendent, Government Printing and Stationery.
17	Annual ..	Do. ..	Annual return regarding accidents and compensation paid as per workmen's Compensation Act, in duplicate.	Commissioner for Workmen's Compensation, Bombay.	Required by the Commissioner, every year.
18	Do. ..	Do. ..	Return showing the value of work done for the Jail Department during the Financial year excluding the cost of Jail forms, etc., sold on cash payment.	Inspector-General of Prisons, Bombay Province, Poona.	Government Resolution, General Department, No. 6705, dated 3rd January 1927.
19	Do. ..	15th February.	Stock taking list of Type in store and Stereo Matrics and Plates in store.	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 146, dated 25th April 1933 from the Superintendent, Government Printing and Stationery.
20	Do. ..	15th March ..	Estimate and Forecast of Stores, Plant and Machinery and Spare Parts required during the following year.	Do. ..	No. P.B. 2767, dated 22nd October 1927 from the Superintendent, Government Printing and Stationery.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
21	Annual ..	1st April ..	Certificate of cash premanent advance held.	Accountant General, Bombay, through the Superintendent, Government Printing and Stationery.	Article 93 (7) of the C. A. C., 8th edition.	
22	Do. ..	5th April ..	Return in respect of military officers re-employed.	Superintendent, Government Printing and Stationery, Bombay.	General letter No. 5 (T.M.29-C/1376), dated 9th September 1940 and General letter No. 6 (T.M. 29-C/1615), dated 8th October 1940, from the Accountant General, Bombay.	
23	Do. ..	Do. ..	Information as per Government Circular, Political and Services Department, No 2512/34, dated 6th September 1940 to the Superintendent, Government Printing—Statement showing the names of the applicants who claimed qualifications of conducting an adult education class.	Superintendent, Government Printing and Stationery, Bombay.	Government Circular, Political and Services Department, No. 2512/34, dated 20th August 1941 and Superintendent, Government Printing's No. M.B. 3230, dated 18th September1941.	
24	Do. ..	10th April ..	Establishment return in duplicate ..	Accountant General, Bombay.	Article 62 (*i*) of the C. A. C., 8th Edition.	
25	Do. ..	Do. ..	Gradation List of permanent Establishment.	Superintendent, Government Printing and Stationery, Bombay.	No. M.B. 2161, dated 22nd January 1941 from Superin-	

					tendent, Government Printing and Stationery, Bombay.	
26	Do. ..	Do. ..	Landed property return to be submitted Decennially.	Do.	Government Resolution, General Department, No. P. 110, dated 3rd March 1927.	This is now Decennial as far as Printing Department is concerned. Government Resolution, Political and Reference Department, No.70/33 (Fin.), dated 15th November 1933 for the new rules issued in place of rules 15 and 1719 of the F. P. No. VIII.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks
1	2	3	4	5	6	7
27	Annual ..	10th April ..	Cost of forms and other work supplied to the Bombay-Sind Public Service Commission, to be communicated.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's endorsement No. P.B. 4111, dated 7th Feburary 1940.	
28	Do. ..	Do. ..	Cost of forms, special work supplied to the Vaccine Institute, Belgaum, to be communicated.	Director of Public Health, Poona.	Superintendent, Government Printing and Stationery's No. A.B. 1959, dated 3rd October 1938.	
29	Do. ..	Do. ..	Return showing the progress of recruitment of depressed classes in menial posts.	Superintendent, Government Printing and Stationery, Bombay.	Government Circular, Political and Revenue Department, No. 600 (Fin.), dated 13th May 1936.	
30	Quarterly ..	Do. ..	Quarterly statement of expenditure in duplicate.	Do. ..	Government Memorandum, General Department, No. P.167/3425-C, dated 16 h/21st May 1932, to the Superintendent, Government Printing and Stationery.	
31	Annual ..	15th April ..	Return showing the names and details of income of the employees of the Press whose income is not less than Rs. 1,600 per annum.	Income-tax Officer, Poona..	Article 21 of the Income-tax Act (Act XI of 1922).	

32	Do. ..	Do. ..	Statement showing the names of contractors and the amount paid to them during the financial year.	Income-tax Officer, through the Superintendent, Government Printing and Stationery.	Government Resolution, Finance Department, No. 5304 of 2nd April 1927 and No. P.B. 286, dated 27th April 1927, from the Superintendent, Government Printing and Stationery.
33	Do. ..	Do. ..	Statement of disputed supplies ..	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 2262, dated 27th August 1929, from the Superintendent, Government Printing and Stationery.
34	Do. ..	Do. ..	Information regarding payment of taxes for specific services.	Accountant General, Bombay, through Superintendent, Government Printing and Stationery.	T.M. 29-C/1038, dated 3rd August 1933, from the Accountant General, through the Superintendent, Government Printing and Stationery, No. A.B. 2239, dated 6th October 1933.
35	Do. ..	15th May ..	Report regarding major works to be carried out during the ensuing year.	Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, Revenue Department, Circular No. P. 143, dated 14th May 1924.
36	Do. ..	Do. ..	Statement showing the names and addresses of the nearest relatives or friends of European officers serving in the office, in duplicate.	Government, through the Superintendent, Government Printing and Stationery.	Government Resolution, Political and Revenue Department, No. P. 187, dated 22nd November 1937.
37	Do. ..	1st June ..	Press Statements I to IV and V ..	Do. ..	Government Resolution, General Department, No. 4690, dated 19th March 1926.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
38	Annual ..	1st June ..	Cost of special printing and binding work done for the Court Receiver and Liquidator, High Court, Bombay.	Government, through the Superintendent, Government Printing and Stationery.	Government Resolution, Home Department, No. 8831/3, dated 9th August 1937, and Superintendent, Government Printing and Stationery's No. P.B. 1119, dated 25th August 1937, thereunder.	
39	Do. ..	20th May ..	Intimation regarding adjustment to be made in the Depreciation Fund Account.	Accountant General, Bombay, through the Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, General Department, No. 4690, dated 19th March 1926, and letter No. D.A.I.56-1037, dated 17th June 1941, from the Accountant General, Bombay.	
40	Do. ..	15th July ..	Annual Report with statements to be sent.	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 457, dated 25th May 1939.	
41	Triennial ..	1st July ..	Renewal of declarations for the General Provident Fund.	Accountant General, Bombay.	General Letter No. 39 (P.F. 1/2761, dated 17th July 1929, from the Accountant General, Bombay).	

42	Annual ..	Do. ..	Annual statement of the cost of work supplied to the officers of the (*i*) Central Government (4 copies) and (*ii*) 48 Army and Marine Departments (Central)—5 copies.	Accountant General, Bombay, and Controller of Printing and Stationery, through the Superintendent, Government Printing and Stationery.	Government Resolution, General Department, No. 2738, dated 4th Novem- 1924.
43	Do. ..	5th July ..	Intimation to the Superintendent, Government Printing and Stationery, regarding the probable value of supplies to the officers of the Central Government during the following year for purposes of Budget Estimates.	Superintendent, Government Printing and Stationery, Bombay.	....
44	Do. ..	15th July ..	Store Account of the Press ..	Accountant General, Bombay.	No. A.B. 2378 of 27th October 1928 and No. A.B. 2473 of 5th November 1928, from the Superintendent, Government Printing and Stationery, Government Memorandum, Finance Department, No. P. 259/14034-C of 5th December 1933.
45	Do. ..	Do. ..	Statement showing progress of realizations.	Do. ..	Do.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
46	Annual ..	25th August..	Classification of recruitment for several cadres during the year ending 31st July.	Superintendent, Government Printing and Stationery, Bombay.	Government Circular, Political and Services Department, No. 1673/34, dated 1st September 1939, and Superintendent, Government Printing and Stationery's No. A.B. 3389, dated 25th November 1939.	
47	Do. ..	1st September.	Budget estimate of receipts and expenditure, Parts I-B and II-A.	Do. ..	No. A.B. 4091 of 31st March 1926, from the Superintendent, Government Printing and Stationery.	
48	Do. ..	Do. ..	Details regarding cost of paper cuttings, etc., sold as per Government Resolution, Political and Services Department, No. 1561/34, dated 20th September 1939, to Superintendent, Government Printing and Stationery.	Do. ..	For 3 years. No. A.B. 3231, dated 14th November 1939, from Superintendent, Government Printing and Stationery.	
49	Do. ..	30th September.	Stock-taking list (balance sheets) of the stores including office stationery.	Do. ..	....	

50	Periodical..	10th October .	The first revised estimate for the year in respect of Receipts and Expenditure (both in India and in England) and of the value of supplies to the officers of Commercial Undertakings of the Government of Bombay. Estimate of expenditure only in duplicate.	Do. ..	*See* Serial No. 16.
51	Annual ..	15th October .	Estimate of paper of English and Indian manufacture required during the ensuing year.	Do. ..	Government Resolution, General Department, No. 7662 of 30th April 1930, paragraph 1 (*g*), and No. P.B. 1698 of 1st November 1930, from the Superintendent, Government Printing and Stationery.
52	Do. ..	Do. ..	Indent for stores from England ..	Do. ..	Do.
53	Do. ..	31st October..	Stock-taking list (balance sheets) of Binding materials and papers.	Do. ..	....
54	Do. ..	15th November.	Stock-taking list (balance sheets) of dead-stock and petty plant stored before issue and spare parts.	Do. ..	....
55	Periodical..	10th December.	Revised estimate of Receipts and Expenditure (both in India and in England) and of the value of supplies to the officers of the Commercial Undertakings of the Bombay Government. Estimate of expenditure only in duplicate.	Do. ..	*See* Serial No. 16.
56	5th year ..	December ..	Quinquennial Inventory of Dead-stock and Petty Plant in use.	Do. ..	Government Order, General Department, No. 942, dated 26th January 1920 and No. P.B. 205, dated 26th April 1932, from the Superintendent, Government Printing and Stationery.

473. *Yeravda Prison Press :* Free Medical treatment to the families of staff of —

Government Resolution, Home Department, No. 4318/4, dated 1st September 1941.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. M.B. 1443, dated 2nd December 1940 :—

"I have the honour to invite your attention to Government Resolution, Home Department, No. 4035/2, dated 21st August 1931. From the date of this Resolution up to September 19th, 1940, the *families* of the Press staff have received free medical treatment from the Yeravda Prison Hospital. On September 19th, 1940, the Superintendent, Yeravda Central Prison, informed the Manager of the Press that members of the Press staff families were not entitled to free treatment. On a representation from this office, the Inspector General of Prisons authorised the continuance of the old procedure pending full consideration. That officer now informs me that a sum of Rs. 250 is expended every year on medicines for the Press staff and their families, and has requested that this department should meet this expenditure.

"In view of the fact that the Press quarters are situated at some distance from the Sassoon Hospital, I request that Government will sanction the free medical treatment and supply of medicines by the Central Prison Hospital to members of the Press staff and their families. This department will make the necessary provision for funds to cover the cost of medicines, if ordered, but in view of the fact that the Yeravda Prison Press takes a very regular supply of Prison labour and pays for it at a higher rate than any other Department pays, I consider that the procedure which has been in vogue ever since the inception of the Press might be permitted to continue, that is, that the Press staff and members of their families should receive free medical treatment and free medicines from the Central Prison Hospital."

Memorandum from the Inspector General of Prisons, Province of Bombay, No. 13, dated the 21st January 1941.

Memorandum from the Inspector General of Prisons, Province of Bombay, No. 98, dated the 4th July 1941.

Memorandum from the General Department, No. 2303/33-C, dated the 12th August 1941—Transferring the foregoing correspondence to the Home Department, for disposal.

RESOLUTION.—Government is pleased to extend to the families of the staff at the Yeravda Prison Press the concession of free medical treatment by the Medical Officer of the Yeravda Central Prison, granted to the Press staff under paragraph 4 of Government Resolution, Home Department, No. 4035/2, dated the 21st August 1931.

2. The cost involved should be debited to "28-Jails and Convict Settlements".

474. A list of Government officers authorised to indent on the Government presses for standard and destandardized forms and envelopes is printed as Appendix No. XIII. No addition to this list can be made without the sanction of Government.

In addition to the officers of Government mentioned in the Appendix No. XIII, the following local bodies are entitled to indent on the Yeravda Prison Press for standard forms only, on payment (*vide* Governmen. Resolution, General Department, No. 7965, dated 29th November 1930).

N.B.—Envelopes, compilation covers, case boards, file boards and slip blocks cannot be regarded as standard forms and these are not supplied by the Yeravda Prison Press to such Local Bodies, even on payment (*vide* Government Resolution, General Department, No. 7965, dated 29th November 1930).

List of institutions and local bodies referred to in the Government Resolution quoted above, authorised to indent on the Yeravda Prison Press for standard forms only, on payment :—

1. Local Boards,
2. School Boards,
3. Municipalities,
4. Cantonment Authorities,
5. Grant-in-aid Dispensaries,
6. Veterinary Dispensaries,
7. Registered and Recognised Schools,
8. Village Panchayats and Village Benches,
9. Officers of the Indian States, and
10. Private persons intending to purchase standard forms (except the items of stationery which cannot be sold).

475. *Printing work of local boards and municipalities.*—Government has authorised the Superintendent, Government Printing and Stationery, Bombay, to execute printing work of municipalities and local boards, at the Government presses, on the understanding that it does not interfere in any way with the confidential and urgent work of Government and that the full cost is paid by the local bodies.

(Government Memorandum, General Department, No. 3278/33-C, dated 15th March 1939.)

476. A list of Government officers and other bodies who indent on the Government presses in the Province for printing and binding work as well as for special forms is mentioned in the Appendix No. XIV.

477. A printed catalogue of all special forms supplied by the Government presses is maintained by the Government Central Press, Bombay, as well as by the Yeravda Prison Press, by departments, with additions and alterations corrected up-to-date with special departmental

numbers allotted to them. All officers of Government who indent on these presses for such forms and other printing work have on their record a copy of the list of forms indented for by them and supplied by the presses and it is desirable that the catalogues or lists pertaining to their offices are kept up-to-date with additions, alterations or cancellation of forms, if any, sanctioned by Government from time to time.

478. The Superintendent, Government Printing and Stationery, Bombay, has been authorised by Government to distribute the printing of special forms and other work between the Government Central Press, Bombay, and the Yeravda Prison Press, Yeravda, according to convenience (*vide* Government Memorandum, General Department, No. 2636/33-C, dated 21st October 1938). It is therefore essential that all Government orders regarding printing work should be addressed to the Superintendent, Government Printing and Stationery, Bombay, and not to the Managers of the Presses direct (*vide* Government Memorandum, General Department, No. 2636/33, dated 16th May 1939).

479. Some of the rules printed hereafter in this chapter are common for the general working of the Government Central Press as well as the Yeravda Prison Press and some of them are purely for the supply of standard and destandardized forms from the Yeravda Prison Press.

480. Printing work for Government falls under the following main categories :—

(*a*) Book work ;

(*b*) Form work which is sub-divided into—

(1) Special Forms and (2) Standard Forms.

481. As a rule, all work to be done at Government presses for the officers of the Bombay Government must be sanctioned by Government (*vide* Government Order, General Department, No. 6259, dated 12th August 1915). The following heads of departments have been authorised by Government to sanction the printing of book work and special forms for their departmental use with the concurrence of the Superintendent, Government Printing and Stationery, Bombay (*vide* Government Resolutions, General Department, Nos. 9887, dated 5th September 1934, 9887, dated 22nd April 1936, and 9928/33, dated 1st March 1939 and rule No. 59 of the Financial Publication No. IX) :—

The Commissioners of Divisions.

The Commissioner of Excise.

The Chief Conservator of Forests.

The Director of Agriculture.

The Inspector-General of Prisons.

The Surgeon General with the Government of Bombay.

The Director of Public Health.

The Director of Public Instruction.

The Chief Engineer.

The Inspector General of Police.

The Inspector General of Registration.

The Director of Veterinary Services.

The Director of Industries.

The Registrar of Co-operative Societies.

The Consulting Surveyor to Government (through the Commissioner, Central Division).

482. Very urgent work may be done by the Government presses in anticipation of sanction (*vide* Government Order, General Department, No. 600, dated 29th January 1917) which must be obtained by the officers sending work and intimated to the Superintendent, Government Printing and Stationery, Bombay, as well as to the presses as soon as possible.

483. Except in very urgent cases indicated by Government Order, General Department, No. 600, dated 29th January 1917, the Managers of the Presses are authorised to refuse any work which is not previously sanctioned by Government, or for which such a sanction, if at all necessary, is not quoted. They are not responsible for any delay or inconvenience caused on this account to the indenting officers.

484. All demi-official papers and envelopes stocked by the Stationery office for supply to departments of the Secretariat and to the departments subordinate to the Government of Bombay shall be plain embossed (the plain embossing shall be of the same type, i.e. "Government of Bombay"). No demi-official papers or envelopes of any other class shall be supplied.

485. Colour embossed demi-official papers and envelopes will be provided for the use of the Ministers or Advisors of His Excellency the Governor and the Chief Secretary to Government, Political and Services Department. The use of colour embossed papers or envelopes by any other officer is prohibited, unless specially sanctioned by Government. Departments and offices may have, however, other details printed on the demi-official papers (*vide* Government Resolution, General Department, No. 2171, dated 11th April 1911, and General Department Circular No. 8236, dated 14th October 1914). For other particulars, see Chapter XIII of this Manual.

486. Printed letter and memorandum forms will be supplied to the heads of offices on the authority of the administrative departments concerned. The form of heading should be sanctioned by the administrative department at the time of sanctioning the issue (*vide* Government Resolution, General Department, No. 3450, dated 13th December 1923). The designations only of the heads of offices will be printed on the letter and memoranda forms (*vide* Government Resolution, General Department, No. 3450, dated 27th March 1924).

487. The file markers and other slips printed for the Secretariat offices will not be supplied to any other Government office without the sanction of Government. The officers asking for these should quote the authority sanctioning the supply.

488. With the exception of work which is of such an urgent nature as to preclude its being sent to and printed at a Government press in time, all Government work must be sent to and executed by the Government presses (*vide* Government Order, General Department, No. 600, dated 29th January 1917). The work exempted above can be done at private presses, but the bills therefor must be forwarded to the Superintendent Government Printing and Stationery, Bombay, for his countersignature to show whether the charges claimed are reasonable (*vide* Government Order, General Department, No. 1778, dated 22nd March 1915).

489. Work for officers of the Central Government requires the general or specific sanction of the Controller of Printing and Stationery, New Delhi, in every case. No sanction is, however, required in the case of work executed for—

(*i*) Officers of the Central Government which require such in connection with their work either as Agents of the Provincial Government or in the administration of local, private or semi-public funds where the expenditure is not Central.

(*ii*) Officers of the Indian Posts and Telegraph Department (except in Bengal) in which case the expenditure is debited direct to the Indian Posts and Telegraph Department.

(*iii*) Those Ecclesiastical officers of the Church of Scotland for whom certain limits have been laid down up to which they can have work executed without sanction, but only within the monetary limit fixed. (The cost of supplies of Provincial standard forms is not charged against the sanctioned monetary limit and, therefore, the sanction of the Controller of Printing and Stationery, New Delhi, is necessary.)

490. The following officers of the Central Government have been authorised to have certain work executed at the Bombay Provincial Government presses in accordance with the specific or general sanction:—

1. The Accountant General, Bombay.
2. The Collector of Customs, Bombay.
3. The Commissioner of Income Tax, Bombay.
4. The Registrar, Joint Stock Companies, Bombay.
5. The Director General of Observatories, Poona.
6. The Political Agent, Mahikantha.
7. The Political Agent, Rewakantha.
8. The Principal Officer, Mercantile Marine Department, Bombay.
9. The Collector of Salt Revenue, Bombay.
10. The Shipping Master, Bombay.

491. Subject to the exceptions (*i*), (*ii*) and (*iii*) as cited in paragraph 489 above, which also cover binding, no binding work, apart from the binding of work also sent for printing, can be executed by the presses of the Provincial Governments on behalf of the Central Government officers without the specific or general sanction of the Controller of Printing and Stationery, New Delhi, unless the binding in question is to be carried out at the expense of the officer or Department concerned.

492. Work sent to a press for printing should be accompanied by a requisition on the prescribed forms (Nos. Gen. 206 or 207) duly signed by the head of the office or his assistant authorised by him. The requisition must quote the number and date of the Government order sanctioning the work and contain clear instructions as to printing, size and quality of paper to be used, the number of copies required, and class of binding (*vide* Government Resolution, General Department, No. 6970, dated 10th August 1929).

493. While sending work to the press, the indenting officers shall, in every case, quote the budget head to which the cost of the work should be debited. In sanctioning any new work, Government in the Department concerned will indicate the budget head. (Government Resolution, General Department, No. 6970, dated 28th June 1928).

494. When official books or papers are sent for printing, the indenting officer should inform the manager of the press through the Superintendent, Government Printing and Stationery, Bombay, whether the printed matter should be classed as an official publication, and whether it is for departmental use only, or also for sale or gratis supply to the public. (Government Order, General Department, Nos. 7445, dated 25th September 1915, 1268, dated 18th February 1916 and 2750, dated 17th April 1916).

495. It is absolutely necessary that the "manuscript" of "copy" should in all cases be carefully and correctly prepared on one side of paper and finally sub-edited before it is sent to the press. In the case of book work the "copy" should be typewritten (*vide* (Government Resolution, General Department, No. 2196, dated 30th July 1887, Government Order, General Department, No. 9469, dated 24th November 1914, Government Order, General Department, No. 60, dated 4th January 1916, and Government Order, General Department, No. 3001, dated 10th April 1919). It is not the duty of the press to edit the manuscript sent to it (*vide* Government Order, General Department, No. 7390, dated 24th September 1915).

496. With the introduction of mechanical composition (i.e. expensive linotype and monotype machines) it has become necessary that the copy of the press should be prepared in a manner which would give the least possible trouble to the operators (*vide* Government Order, General Department, No. 5714, dated 23rd August 1916). All Government orders issued from time to time on this subject should be carefully attended to. The copy should be arranged in serial order, as otherwise the operator would have to keep on stopping the machine unnecessarily.

497.. Marginal notes or cut-in-margins for subject headings, etc., entail much trouble with extra expense and should be avoided as far as possible. Headings to paragraphs can be more conveniently printed in a run-on style in the beginning of the paragraph, in a distinctive type, i.e., small caps., italics, etc.

498. The following rules have been laid down (*vide* Government Order, General Department, No. 4397, dated 27th June 1916) regarding resolutions, orders, letters, etc., printed for and issued by the departments of the Secretariat "with or without signature":—

(1) Printed letters to the Government of India and other Local Governments and Administrations and to the Under Secretary of State for India and despatches to His Majesty's Secretary of State for India should be printed "without signature" only, the name of the officer signing the letter or despatch being written in manuscript by a junior clerk on the spare copies.

(2) All Government resolutions, orders, circulars and printed memoranda and letters except those specified in (1) above, should be printed "with signature" only.

(3) All Government resolutions, etc., referred to in (2) above which are now signed (or which under orders in force from time to time required to be signed) should be signed above the printed signature, the latter being put into brackets. The press should leave sufficient space for this purpose.

(4) Office copies of Government resolutions, etc., should be signed in full.

499. The headings and other particulars should be entered, where necessary, on the papers sent by the Secretariat to the press, in black ink at the top of each document as shown in the sample form appended to Government Order, General Department, No. 6368, dated 14th September 1917. The matter to be omitted should be encircled (faintly) with a red pencil, and capitalization, punctuation, etc., should be marked before copy is sent to the press. Unless otherwise indicated, all abbreviations (such as Government Order, Revenue Department, Assistant Collector, 2nd February 1916) will be printed in full. (Government Order, General Department, No. 6368, dated 14th September 1917.)

500. The managers of the presses have been authorised to return to the department or office concerned any manuscript, copy, or papers when they are not prepared according to the rules laid down. They should, however, indicate the defects while returning the work. If the work is marked "Very Urgent" or if the defects are of a trifling character, the work should not be returned. (Government Order, General Department, No. 6368, dated 14th September 1917.)

501. The managers of the presses should report to Government in the departments concerned, through the Superintendent, Government Printing and Stationery, Bombay, cases in which orders for clear "copy" have been repeatedly overlooked.

502. Drawings, sketches, etc., to be inserted in a work should be sent to the manager of the press to which the letter-press portion is sent. He will pass them on for printed copies or blocks to the Manager, Photozincographic Press, with the necessary instructions as to size to suit the size of the publication in which they appear, and other technical details, particularly the number of the screen to be used in the manufacture of half tones, so as to bring all the required details in the final print from the same (P.W.D. Office Order No. 244, dated 23rd December 1915 and Government Order, General Department, No. 2489, dated 5th April 1916). Plans, etc., required for the Bombay P.W.D. Technical papers, should also be similarly dealt with. (Government Memorandum, Public Works Department, Nos. 2324/27-M, dated 18th September 1919 and 18th January 1929).

503. Whether type of any work should be kept standing after it is printed is a matter entirely for the decision of the managers of the presses unless for special reasons instructions are issued by the officers sending the work.

Urgent work is more costly to produce than ordinary work. Work shall not, therefore, be treated as urgent except at the request in writing of the head of the office sending the work. If papers are marked very urgent by way of routine and there is reason to doubt the urgency in any case, they shall be referred back to the indenting officer for re-consideration.

504. In sending papers to the presses for printing the following rules should invariably to observed :—

Very Urgent should be marked on work requiring to be taken in hand within 3 days of receipt.

Early should be used for work requiring to be taken in hand within a week.

(Government Order, General Department, No. 1455, dated 5th February 1920.)

505. Confidential papers sent to the press should be enclosed in double covers, the inner cover being sealed, marked confidential, and addressed to the manager of the press by name, the outer cover bearing his official designation only.

506. If "copy" is prepared and edited strictly in accordance with the above rules, it should not be necessary to send out more proofs than one. In many cases, especially reprints, a proof should not be necessary at all.

507. Ordinarily it should not be necessary for the authors to detain the proof for more than a fortnight. (Government Order, General Department, No. 3106, dated 14th April 1915.)

508. Type locked up for an unduly long period involves an additional capital expenditure and inconvenience to other work. It is, therefore,

important that once a work is put into type, the passing of proofs and printing the required number of copies should not be delayed beyond a reasonable time.

509. Ov rtime work—reduction in the Government Central Press.

Government, General Department, Circular No. 3810/33, dated 9th April 1940.

It has been noticed that urgent or immediate work is usually sent to the press after 5 p.m. asking for copies on the same day or early next day, with the result that the press has to work overtime and pay a large amount of overtime allowance to the press employees. It is desirable that overtime work should be reduced to the utmost limit. In order to carry out the object in view, Government is pleased to issue the following instructions for the information and guidance of the Secretariat departments, heads of offices and the press :—

(1) Ordinary work which can be delayed for a few days should not be sent to the press for printing as an urgent piece of work. The Press should not work overtime for printing ordinary work.

(2) If it is decided by the Secretary, Joint Secretary, Deputy Secretary, Under Secretary or the Assistant Secretary, in the case of a Secretariat Department or by the head of the office, the office superintendent or a head clerk in the case of other Government offices that a particular work should be printed urgently, very urgently or immediately, a special requisition, which should be signed by the assistant secretary or the office superintendent or a head clerk, as the case may be, should be sent to the press indicating exactly the time (day and hour) when the work is sent to the press and the time by which the printed work is required by the department or the office, at the latest. In sending requisitions for urgent, very urgent and immediate work to the press, the departments and offices should take special care to see that the press is allowed sufficient time to print the work by the time required *without working overtime.*

(3) If it is considered that in any case of urgency sufficient time cannot be allowed the departments and offices concerned should see that such work is sent to the press wherever possible before 2 p.m. on ordinary days and before 12 noon on Saturdays so as to enable the press to make arrangements to do the work during the working hours, if the bulk of the work is limited. On receipt of requisitions for urgent, very urgent and immediate work, the press should print the work without loss of time and should distribute and adjust all printing work in such a way that no overtime may be required as far as practicable.

510. *Working hours at the Government Central Press on Saturdays.*—Government are pleased to direct that the working hours on Saturday for the technical establishment of the Government Central Press, Bombay, should, in future, be from 9-30 a.m. to 2 p.m. without recess,

instead of 9 a.m. to 4-30 p.m. as at present (Government Memorandum, General Department, No. 2319/33, dated 12th July 1938).

511. The Oriental Translator to Government arranges for the translations into vernaculars of all press notes and certain important resolutions. The issue of printed copies of the translations to the editors of vernacular newspapers is also arranged for by him. The Manager of the Government Central Press, Bombay, complies with the requisitions of the Government officers in this respect. (Government Order, General Department, No. 3678, dated 24th May 1916.) Such requisitions must, however, be sent to the press by the officers concerned within a fortnight of the date of receipt by them of the Government orders sanctioning the printing of such press notes of the resolutions. Any requisition sent after that date will be complied with only if the press can conveniently do so (Government Order, General Department, No. 4559, dated 4th July 1916).

512. The indents above referred to should be prepared on a very careful estimate of the requirements avoiding both reprints and surplus stocks. Reprint of special work involves extra expenditure to Government, and surplus involves waste of exp nsive materials. In no case will a reprint be undertaken without the sanction of the Superintendent, Government Printing and Stationery, Bombay.

513. *The Bombay Government Gazette* is printed by the Government Central Press, Bombay, and is issued weekly on Thursday morning. The notifications and other matter for publication in the gazette should be sent to the press daily as they are ready. On Wednesday they should be sent not later than 12 noon and late notifications not later than 3 p.m. Late notifications should be sent in case of emergency only, and should be signed by a responsible officer not below the rank of the Assistant Secretary. The press is authorised to keep back for publication in the following week's *gazette* matter which is not received by the hours fixed (Government Order, General Department, No. 4591, dated 5th July 1916). For other particulars of this item, see Chapter XXVI of this Manual.

514. *Form Work.*—Forms used in Government offices are divided into two classes: (1) standard, and (2) special (*vide* Government Resolution, General Department, No. 700, dated 27th January 1914).

(1) Standard forms are forms applicable to several offices and the average annual consumption of which is 500 copies (loose) or ten bound books or over.

(2) Special forms are further divided as under:—

(*a*) Forms which were originally standard, but which have been destandardized by Government orders owing to their limited requirements,

(*b*) Forms which are applicable to one or a few offices only, and

(*c*) Forms in the nature of rules, standing orders, etc.

515. Standard and destandardized [special class (*a*) forms] are dealt with separately under paragraphs 530 and *infra*.

516. *Special forms.*—Forms of classes (*b*) and (*c*) for the Bombay Province proper are printed and supplied by the presses concerned as indicated in the above rules. Forms of class (*b*) should be indented for triennial requirements. Class (*c*) will be printed and supplied at the time of each revision only under special orders of Government.

N.B.—The presses do not keep any special forms in stock.

517. All forms—standard or special—must be sanctioned by Government (Government Resolution, Judicial Department, No. 8, dated 4th January 1909, and Government Resolution, General Department, No. 700, dated 27th January 1914).

518. The mere fact that a form has previously been printed at a Government press shall not be construed as an authority for its subsequent printing without Government sanction (Government Order, General Department, No. 8365, dated 17th October 1914).

519. Alterations or revisions to the standard forms, whether retained as such or destandardized, cannot be made without the previous sanction of Government (Government Resolution, Judicial Department, No. 8, dated 4th January 1909); but additions or alterations to special forms, class (*b*), can be ordered by the heads of departments or offices concerned (Government Resolution, General Department, No. 700, dated 27th January 1914).

520. The application to Government for their sanction to the printing of a form, either as standard or special, should fully explain the necessity of the form, and it should be forwarded through the Superintendent, Government Printing and Stationery, Bombay, for a certificate that a printed form similar to the one proposed to be printed does not already exist (Government Circular, General Department, No. 1817, dated 28th March 1898, Government Resolution, General Department, No. 5827, dated 27th September 1907 and Government Circular, Public Works Department, No. A-9416, dated the 28th September 1917). With a view to economy he should also make his recommendations regarding the size and the quality of paper to be used. (Government Order, General Department, No. 4001, dated 11th June 1917 and Government Order, General Department, No. 9176, dated 30th August 1920). The presses shall not undertake to print or supply a form which has not been sanctioned by Government and scrutinized by the Superintendent, Government Printing and Stationery, Bombay.

521. If any office has, at the time of indenting, any large stock of any form likely to last longer than the period covered by the indent, the surplus should be reported to the Manager of the press concerned who will issue instructions as to its disposal (*vide* Government Order, General Department, No. 2007, dated 23rd February 1920). It should be more economical to distribute such surpluses amongst those who require them direct from the office reporting the surplus.

522. The work of printing the special forms for the officers in the Bombay Province has been distributed over the year to suit the convenience of the press as well as the indenting officers, as shown below :—

April—
(1) Forms for the Secretariat.
(2) Forms for the Medical Department.
(3) Forms for the Judicial Department.
(4) Forms for the Jail Department.

June—
(1) Forms for the Agricultural and Veterinary Departments.
(2) Forms for the Registrar, Co-operative Societies.
(3) Forms for the Director of Industries and Director of Information.
(4) Forms for the miscellaneous departments.

August—
(1) Forms for the Excise Department.
(2) Forms for the Forest Department.
(3) Forms for the Registration Department.

October—
(1) Forms for the Educational Department.
(2) Forms for the Public Works Department.

December—
(1) Forms for the Police Department.
(2) Forms for the Magisterial Department.
(3) Forms for the Revenue Department (including Treasury officers).

February—
(1) Forms for the Department of Public Health.
(2) Forms for the Ports and Pilotage.
(3) Forms for the Stamp Department.

Note.—The indents according to the above arrangement are admissible only in the year in which they become due. Indents are not to be annual, but they should be triennial or quinquennial.

523. The indents for special forms (class C) should be made out in the prescribed indent forms (Form No. Gen. 207) which will be supplied by the press on application. The indents should be sent through the respective controlling officers who, after checking the requirements, should consolidate the indents of the officers under them, and forward the consolidated indents to the press together with a distribution list or the individual indents. The consolidated indents should reach the press concerned, by the 15th of the prescribed month. Indents received after that date will be complied with to the extent of the surplus remaining after distribution on indents received in time, and the press will not be responsible for the inconvenience caused on account of late indenting.

524. As special forms are not kept in stock by the presses, and as their reprints involve extra expense to Government and delay of other legitimate work, supplementary indents shall not be accepted except under very special circumstances which must be fully explained through the heads of the departments concerned. The original indents should, therefore, be very carefully prepared but this will not justify indiscriminate indenting and laying in heavy stocks in the indenting offices (Government Resolution, General Department, No. 1657, dated 16th May 1922). Orders issued by Government from time to time regarding economy in stationery and printing should be strictly observed in all offices.

525. In view of the facts that many files, the nature of the contents of which does not justify the expenditure incurred on their binding, are at present got bound at the Government presses, by officers, Government is pleased to lay down that, in the interests of economy only those files should be got bound either at the Government presses at Bombay and Yeravda, or locally elsewhere, which contain matter which ought to be preserved either permanently, or in view of the importance of the files as sources of references, for a period sufficiently long to justify binding (Government Resolution, General Department, No. 6986, dated 30th March 1940).

526. The indents for special forms shall not be accepted by the presses under the following circumstances:—

(1) If the main budget head to which the cost of forms is debitable is not shown on the indent.

(2) If the number of the form is not correctly specified in column 1 of the indent.

(3) If the indent is not accompanied by correct samples of the latest prints.

(4) If all the columns of the indents are not properly filled in, or when this is not done, the satisfactory reason for the omission is not explained. Columns 4 to 7 of the indent forms are not intended for those who are prepared to pay for the forms.

(5) If the certificates on the last page of the indent are not signed. These certificates should not be signed as a matter of course—the account of forms, which must be maintained by a senior clerk in each office (*vide* Government Order, General Department, No. 2007, dated 23rd February 1920 and Government Resolution, No. 1657, dated 16th May 1922) should be referred to when signing the certificates.

(6) If the nearest railway station or the seaport to which the consignment should be forwarded and the name of the officer to whose care it should be addressed are not furnished in the indent.

527. Forms which are not mentioned in the catalogue of special forms (to be supplied by the Government Central Press, Bombay, at the time of each revised reprint only) or which are not sanctioned by Government should not be indented for.

528. In the case of bound books, instructions regarding paging, stitching, class of binding required and the number of leaves to be bound in each book, and instructions on all other important points should be written clearly against the forms concerned.

529. Indents for special forms will be complied with by the presses within about two months of the dates prescribed for the submission of indents.

Standard Forms and Envelopes.

530. All standard forms and envelopes and the destandardized forms (Special forms Class—*a*) are printed, stocked and supplied on indents by the Manager, Yeravda Prison Press.

531. Standard forms are printed and supplied with special reference to the orders in Government Resolution, Judicial Department, No. 8, dated 4th January 1909, and Government Resolution, General Department, No. 700, dated 27th January 1914.

532. All standard forms and envelopes are shown in a Catalogue, a copy of which is supplied by the Yeravda Press to every indenting officer. The catalogue is revised periodically and pending its revised edition, it shall be kept up-to-date by those who receive it. All Government orders regarding additions to, alterations in, or cancellation of, the existing forms should be carefully noted in the catalogue immediately the orders are received. Instructions issued by the heads of departments should also be noted by the subordinate offices of those departments (Government Resolution, General Department, No. 927, dated 9th June 1922). No new form or envelope which is not sanctioned by Government shall be added to the catalogue.

533. As a safeguard against indiscriminate indenting, model indents have been sanctioned for all indenting officers of Government by the respective controlling officers (Government Resolution, General Department, No. 1657, dated 16th May 1922). They show the maximum quantity of different forms that may be supplied in a year under normal conditions. If, for any reason, a revision in the model indent is considered necessary, by any office, it should obtain the sanction of the controlling officer for the revision. The model indents are kept in the office of the Superintendent, Government Printing and Stationery, Bombay, for checking quantities asked for in the annual or supplementary indents on the press. It therefore follows that—

(1) All indents on the press, whether annual or supplementary, should be forwarded through the Superintendent, Government Printing and Stationery, Bombay.

(2) No indent on the press shall be accepted unless the indenting officer has a model indent sanctioned by his controlling officer on the file of the Superintendent, Government Printing and Stationery, Bombay.

(3) The fact that a model indent shows the maximum of each form that may be supplied by the press, does not mean that that quantity will be supplied as a matter of course. The quantity asked for must be justified by the balance in hand. If the stock on hand together with the fresh requisition is far in excess of the maximum allowed, a satisfactory explanation for the excess must come forward through the controlling officer.

(4) No new form will be supplied unless the maximum allowed is fixed by the controlling officer, and communicated to the Superintendent, Government Printing and Stationery, Bombay, for inclusion in the respective model indent.

534. Indents for standard forms, envelopes and the destandardized forms should be preferred on the blank indent forms (General 161) which can be obtained from the Manager, Yeravda Prison Press, on application. The blank indent form is prepared in triplicate sets and is intended to be written by carbon process for the duplicate and triplicate copies. The original or the top-most copy of each set is intended to serve as indent (to be kept at the press) and the duplicate is intended to serve as advice note. The triplicate is intended to serve as office copy for the indenting officer. The indenting officers should send in the indent form duly filled in, in duplicate (retaining the triplicate as office copy) through the Superintendent, Government Printing and Stationery, Bombay. As described above, the model indents sanctioned by the controlling officers are kept in the office of the Superintendent, Government Printing and Stationery, Bombay, and forms will not be supplied on them. The indents preferred on the indent form (General 161) will be scrutinized in the office of the Superintendent, Government Printing and Stationery, Bombay, with reference to the quantities sanctioned in the model indents and if they are found to be in order, they will be passed on to the Manager, Yeravda Prison Press, for compliance. If they are not in order, they will be returned to the indenting officer for correction.

535. To ensure economy in transit charges on forms, it has been ruled by Government that the annual indents should be very carefully made out to cover the requirements of all standard forms and envelopes for a year's use, and it is only under very exceptional circumstances that only one supplementary indent will be allowed in a year (*vide* Government Resolution, General Department, No. 927, dated 11th January 1927). Cases of new forms sanctioned by Government after the submission of the annual indent and before the next annual indent becomes due will be exempted from the operation of this rule, if the form is intended for immediate adoption.

536. Supplementary indents should also be made out on the prescribed form (Government Resolution, Judicial Department, No. 8, dated 4th January 1909). The form of the supplementary indent is a standard form numbered (General 89) and shown in the catalogue of standard forms. Letter indents or requisitions by telegrams will not be attended to. Supplementary indents are to be sent through the

controlling officers and should also be sent to the Superintendent, Government Printing and Stationery, Bombay.

537. In order that the work in the Yeravda Prison Press should be evenly distributed over the year, the following months have been prescribed for the annual indents (Government Resolution, General Department, No. 927, dated 9th June 1922 and 6th November 1924) :—

April—

(1) Secretariat Departments.
(2) Cantonment Authorities.
(3) Municipalities.
(4) District Local Boards.
(5) Other Local Funds.
(6) Medical Department.

June—

(1) Public Health Department.
(2) All Departments of the Central Government.
(3) Industries and Information Department and Labour Office.
(4) Revenue, Magisterial and Treasuries (except offices on the sea-coast).

August—

(1) Excise and Opium departments (except the Nasik Distillery).
(2) Agricultural and Veterinary Departments.
(3) Stationery and Printing Department.
(4) Commercial Undertakings.
(5) Village Panchayats.

October—

(1) Revenue, Magisterial, and Treasury Officers on the sea-coast.
(2) Jail Department.
(3) Registration Department.
(4) Police Department.

December—

(1) Educational Department.
(2) Public Works Department (except commercial undertakings under the P. W. D.)

February—

(1) Judicial Department.
(2) Forest Department (except commercial undertakings under the Forest Department).

538. Except in very special cases, the Manager of the Yeravda Prison Press will not comply with the indents in the following cases :—

(1) If the indent has not been made out on the authorised form.

(2) If the register number allotted to the officer and communicated to him by the press has not been shown on the indent.

(3) If the budget head to which the cost of the supply is debitable has not been stated [General Circular letter No. II-(T.M. 48-1409A) dated 10th November 1922, from the Accountant General, Bombay.]

(4) If the language in which each form is required has not been shown.

(5) If any or all of the columns of the indent form showing the quantities sanctioned in the model indent, particulars of the last indent, and the balance in hand have not been properly filled up.

(6) If the certificates on the first page of the indent especially certificate No. 4, have not been completed by the indenting officer with his signature (Government Resolution, General Department, No. 1657, dated 16th May 1922).

Each office is expected to maintain an account of forms and envelopes supplied to it.

Note.—In the above cases the indents shall be referred back by the Press to the officers concerned for supplying the omissions or other details.

539. The letters E, M, G, K, S and U, have been adopted to indicate English, Marathi, Guzerati, Kannada, Sindhi and Urdu languages respectively in the column "Language in which authorised" in the catalogue of the forms. The language in which the forms are required must invariably be shown in the indent.

540. Government offices or bodies financially independent of Government which pay for supplies need not comply with the rules mentioned in paragraphs 533 and 538 (3, 5 and 6).

541. The annual indents should reach the office of the Superintendent, Government Printing and Stationery, Bombay, by the 15th of the month which is allotted to them, so that after checking the requirements by that office, the indents should reach the Yeravda Prison Press before the close of that month.

542. Forms or envelopes which do not appear in the catalogue or which have not been subsequently sanctioned by Government should not be included in the indent.

543. Officers of the Central Government shall not be supplied with any forms unless their indents are countersigned by the Controller of Printing and Stationery, New Delhi. The cost of the forms supplied to them is debitable to the Central Government. Envelopes are not to be supplied to the officers of the Central Government.

544. Indents from officers of the Central Government for forms required to administer funds in their charge need not be countersigned by the Controller of Printing and Stationery, New Delhi, as the cost of the supply is payable from the funds concerned.

Indents from an officer of the Central Government acting as an agent of the Government of Bombay for forms required by him in that capacity should be forwarded through the Superintendent, Government Printing and Stationery, Bombay, as any other officer of the Government of Bombay, as the cost of the supply is debitable to the local Government.

545. Standard forms are supplied on payment to local bodies financially independent of Government, e.g., municipalities and local boards, and to quasi-Government institutions or institutions aided or recognised by Government, e.g., private schools, colleges and dispensaries, etc. Indents from such institutions should be sent direct to the press on the authorised indent forms and not through the Superintendent, Government Printing and Stationery, Bombay.

546. Cheque books are treated as standard forms and local bodies and non-Government institutions can get them on payment from the Manager, Yeravda Prison Press (Government Memorandum, Finance Department, No. 5102/A, dated 17th April 1928).

547. With a view to prompt recovery of claims, Government have ruled (*vide* J. D. Letter No. 4068 dated 30th May 1914 to the Inspector General of Prisons, Poona,) that in all cases where the cost of the supply is to be recovered in cash, the supply should be sent by V. P. P. Where the consignment does not admit of its being sent by post, the same will be sent by rail and the railway receipt will be sent by V. P. P. Cost of supplies made to institutions situated in Poona shall be recovered on delivery.

548. Officers are also authorised to pay for the forms asked for by them by "Advance payment system" (*vide* Government Resolution, General Department, No. 8921, dated 23rd August 1932). Indenting parties who choose to pay according to this system should give an intimation to that effect to the Manager, Yeravda Prison Press, while sending their indents and he will communicate the price of the Forms. Within three weeks of the receipt of such communication the indenting party concerned should credit the amount of the price of the forms in the nearest Government treasury to the head of account communicated by the manager and send forthwith the intimation of credit through the treasury officer concerned, to the manager. The forms will be supplied by the manager of the press on receipt of the intimation of credit from the treasury officer.

549. The supply from the press is accompanied by an advice note. The carbon duplicate of the indent form or the advice note form filled in by the indenting officer and sent by him with the indent is checked by the press with the forms or envelopes supplied, and is forwarded to the officer with the consignment. If the press is unable to comply with the indent in full, part supplies are made, and the advice note filled in by the officer is sent with the consignment of the first supply. Advice notes for subsequent supplies will be made out by the Press.

550. As soon as the consignment reaches the indenting officer, the contents shall be carefully checked with the advice note by some responsible official, and the advice note shall be completed, signed and returned to the press with remarks in red ink showing discrepancies, if any, duly attested by the Head of the office. If any action by the press on these remarks is expected, a separate letter shall be sent to it for that purpose.

551. Items of the indent which the press is not able to supply on account of the stock being exhausted will be encircled by the press in the advice note, stating that they will follow. Such items should not be shown in the letter of complaint. If any item is not to be supplied for any other reason, a remark to that effect will be made by the Press in the advice note.

552. If there is any doubt about the description or the standard number of any item, the press will call for a printed sample by making a remark in the advice note. If such a sample is not furnished when the advice note is returned to the press, the item in question will be deleted by the press from the indent.

553. If the consignment contains any form or forms in excess of the quantity indented for, or forms not indented for at all, the fact should be communicated to the manager of the press for instructions as to the disposal of such items. Forms should not be returned to the press without such instructions.

554. Each consignment has its own advice note. Advice notes for part supplies should not, therefore, be detained by the receiving officers till their indents are fully complied with by the Press.

555. The maximum period allowed for the return of the completed advice notes is only a fortnight after the receipt of the consignment. If the advice notes are not returned even after receipt of a reminder from the press, the supply will be presumed to have been correctly received. (Government Resolution, General Department, No. 4604, dated 10th June 1914). Complaints on non-receipt or for discrepancy in the supply, not received within the above time-limit will not be attended to by the Press.

556. In all communications regarding indents and supplies thereon, the press register number allotted to the indenting officer should be shown at the top to facilitate the required action by the press which is otherwise likely to be delayed.

557. The following standard forms are supplied to the officers shown against them on the permanent advance system, *vide* paragraph 558 :—

Standard No. of the Form.	Description of the Form.	Price.	Per.	To whom supplied.
		Rs. a. p.		
R. V. 10 ..	Village Form VI—for giving copies.	0 4 0	20 copies loose.	Mamlatdars and Mahalkaries.
R. V. 38-A ..	Village Forms VII and XII—for giving copies.	0 4 0	Booklet containing 20 copies.	
R. V. 17 ..	Holding Sheet ..	0 4 0	20 copies.	
R. D. 6 ..	Application form for copies ..	0 4 0	20 copies.	

Standard No of the Form.	Description of the Form.	Price.	Per.	To whom supplied.
		Rs. a. p.		
R. V. 16 ..	Village Form VIII-A—Land Khatas.	0 4 0	Book of 40 leaves.	Mamlatdars and Mahalkaries in the Kolaba District.
R. V. 18 ..	Village Form VIII-B—Annual Vasulbaki Khatas.	0 4 0	Book of 20 leaves.	
R. V. 19 ..	Village Form IX—Combined Day and Counterfoil Receipt book.	0 8 0	Book of 20 leaves.	
R. L. 2 ..	Prospecting License Form ..	0 6 3	Copy ..	District Magistrates.
R.L.S. 6 ..	Mining Lease Form ..	0 14 0	Copy ..	
C.T.S. 10-A..	Extract from the Property Register.	0 2 0	Copy ..	City Survey Officers and Maintenance Surveyors.
C.T.S. 22 ..	Cards for giving extracts from the Property Register Cards.	0 2 0	Copy ..	
M. M. 39 ..	Register of stock and of sale of arms, ammunition and military stores (in English and Sindhi).	1 14 0	Book ..	District Magistrates and the Commissioner of Police, Bombay.
M. M. 39 ..	Register of stock and of sale of arms, ammunition and military stores (in M. G. K.).	3 8 0	Book ..	
M.M. 122 ..	Sub-Register of Poisons (in English and Marathi).	7 3 9	Book ..	
M.M. 122 ..	Sub-Register of Poisons (in English and Gujarati).	6 14 3	Book ..	
M.M. 122 ..	Sub-Register of Poisons (in English and Kannada).	6 15 0	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Marathi).	3 6 0	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Gujarati).	3 12 0	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Kannada).	4 12 6	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Sindhi).	4 14 3	Book ..	
M.M. 123-A	Prescription Register ..	1 11 0	Book ..	
	Service Books	0 2 6	Book ..	Treasury Officers, Mamlatdars and Mahalkaries in the Ratnagiri District.
	Receipt Books for Upari Tenants.	0 5 0	Book ..	

558. The permanent advance system explained in the preamble to the Government Resolution, Public Works Department, No. A-1043, dated 31st January 1913, is detailed below :—

The number of forms approximately required for a year's use will be supplied by the press and treated as the permanent advance to the officer concerned.

The forms should be sold by the officer to the public at the rates communicated by the press, and when it becomes necessary to recoup the permanent advance, the money recovered by the sale should be paid into the treasury to the credit of "XLV-Stationery and Printing—Other Press Receipts—Jail and other Presses,—Yeravda", and the treasury chalan should be forwarded to the press with the requisition for recoupment on the prescribed form (which will be supplied by the press on application). The certificate on the indent to the effect that recoupment has not previously been obtained or applied for on the strength of the chalan should be signed by the indenting officer after careful inquiry. The permanent advance shall not be recouped until the stock runs very low, say to one-third of the original advance. If, however, an office has got more than one form as its permanent advance, and the stock of one or a few of them requires replenishment, the stock of all other forms should also be recouped even if it has not been reduced to the prescribed limit. This exception is intended to save frequent transactions of recoupment and despatches from the Press.

The Officer to whom the advance is made shall be responsible to account for the same in the same manner as he is responsible to account for the cash permanent advance to meet the contingent expenses. He shall furnish a certificate to the press on the 1st of April of every alternate year, giving details of the stock and sale proceeds on hand and a declaration that he is responsible for the *entire amount* of the advance.

559. With a view to economy in the use of envelopes, economy slips (General 161 and 163) should be used. (Government Resolution, General Department, No. 1185, dated 30th March 1922).

560. Desk diaries and calendars are printed annually and supplied on indents from Government offices only. They are supplied to the officers of the Central Government if they ask for them on payment.

561. Desk diaries and calendars shall not be supplied to bodies financially independent of Government or private persons even on payment. (Government Letter, General Department, No. 4140/500-C, dated 11th February 1927, to the Superintendent, Government Printing and Stationery, Bombay).

562. The scale of supply to the offices under the Government of Bombay has been laid down in Government Resolution, General Department, No. 4141, dated 22nd June 1923, subsequently modified by different Government orders.

Generally, one paper bound diary is allowed to each gazetted officer and to each non-gazetted officer whose maximum pay is Rs. 200 per mensem or over. A small office of three or four clerks is allowed a paper bound diary in addition to the copy for the head of that office. In large offices, one paper bound diary is allowed for each of its different sections and branches.

563. Indents shall be sent to the press annually by the officers in charge of the district administration, before the 1st September, for desk diaries and calendars of the following year. The District indents shall cover the requirements of the offices subordinate to the District Administration. Diaries and calendars are printed just sufficient for the requisitions received within the time specified. Indents received late, will not, therefore, be attended to by the Press.

564. The following indent form is prescribed and recommended :—

Serial No.	Name of office.	Number of gazetted officers.	Number of non-gazetted officers whose maximum pay is Rs. 200 and over.	Number of branches in the office.	Total number of clerks in each office.	Number of paper bound diaries and Calendars required.
1	2	3	4	5	6	7

565. Officers in the Bombay and Poona cities should return their empty packing cases to the Government Stationery Office, Bombay, and the Yeravda Prison Press, Yeravda, respectively ; Government officers at other places need not return the empty boxes if—

(*a*) the total cost of transport is more than the published rates of the boxes ;

(*b*) the price obtained by local sale is equal to or more than the difference between the cost of the new boxes and the cost of their transport ;

(*c*) the condition of the boxes would preclude the possibility of their being used again. (*Vide* Government Resolution, General Department, No. 927, dated 17th January 1928 and No. 927, dated 27th November 1929).

(Government Resolution, Judicial Department, No. 2615, dated 14th May 1906.)

Orders regarding the printing and supply of envelopes to the various Government departments from the Yeravda Printing Press.

Letter from the Inspector General of Prisons, No. 5894, dated the 15th August 1905.

* * * * * * *

RESOLUTION.—The list of standard envelopes submitted by the Inspector General of Prisons is approved with certain additions which are included in the list accompanying this resolution. No envelopes other than those shown in the list should be supplied without further sanction, nor special qualities of paper. Any recommendations for additions to or alterations in the list should be forwarded to Government through the Inspector General of Prisons. Similarly suggestions regarding the quality of paper used should be addressed to the Inspector General, who will obtain the orders of Government, if necessary.

2. Envelopes bearing franks will in future not be printed at the Yeravda Press. All heads of offices are authorised to use a rubber stamp for the purpose of franking envelopes.

(Government Resolution, Judicial Department, No. 6057, dated 13th November 1906.)

Subject.—Printing and supply of standard forms to Government officers other than the Accountant General and the Secretariat Departments.

Read Resolution of Government No. 4453-X, dated 16th August 1906.

Letters from the Commissioners, Northern Division, Central Division and Southern Division, No. 3672, dated 12th September 1906.

* * * * * * *

RESOLUTION.—In Government Resolution No. 4453, dated the 16th August 1906, the Commissioners were requested to consider the whole question of the printing and supply of standard forms to officers other than the Accountant General and the Secretariat departments, their attention being directed in particular to the following points :—

(1) The necessity for an examination of present stocks in the offices ;

(2) The necessity for such revision of the indents now submitted both for standard forms and envelopes as will prevent excessive indenting ; and

(3) The necessity for a revision of the lists or schedules of standard forms.

2. As regards the first point, the commissioners accept the suggestions placed before them for consideration by Government, viz. :—(1) that the examination of present stocks of forms and envelopes should be made in each office by a member of its own establishment, and (2) that all forms the use of which has been discontinued by orders of Government, and all stocks of forms and envelopes in excess of actual requirements for the next twelve months, should be listed in order that they may be returned to the press or be transferred to other officers whose stocks are running short. As suggested by the commissioners, the clerks or karkuns appointed in each office to examine the existing stocks would work under the supervision of the head of the office and the result should be reported to the head of the department, who should transmit the report to Government. The attention of all heads of departments and the offices should be drawn to the last paragraph of the Commissioner's report.

3. As regards the second point, Government approve the proposal made in paragraph 3 of the Commissioner's report and are pleased to direct that commissioners should fix model indents for forms and envelopes for their own offices and for the offices of collectors and of political agents subordinate to them, the collectors of all offices subordinate to them, the district Judges for the offices of all courts subordinate to them, the Inspector-General of Police for the offices of the Deputy Inspector-General of Police (except the Deputy Inspector General of Police for Sind) and of the Superintendents of Police. The Agent to the Governor, Kathiawar, the Political Agent, Kolhapur and Southern Mahratta country, and the Political Agent, Cutch, should prepare model indents for their own offices and those subordinate to them and submit them to Government in the Political Department for final approval. The Remembrancer of Legal Affairs should fix model indents for the offices subordinate to him, but his own model indent should be submitted to this department for approval. Similarly the Chief Presidency Magistrate, Bombay, the Chief Justice of the Court of Small Causes, Bombay, and the Special Judge under the Deccan Agriculturists' Relief Act should fix model indents for offices of the courts subordinate to them, their own model indents, however, being submitted to the Judicial Department, for approval. The Inspector General of Police, the District Judges and the Commissioner of Police, Bombay, should prepare model indents for their own offices and forward them to this department for approval. Orders for other departments will issue separately.

When these model indents have been fixed one copy should be sent to the office concerned for guidance and a duplicate forwarded to the Yeravda Press for use in the press. Thereafter in all indents for numbers of forms or envelopes in excess of the number shown in the model indent the reason for any appreciable excess should be explained, and if the press requires it, the sanction of the officer to whom the indenting officer is immediately subordinate should be obtained to the enlarged demand and the alteration of the model indent for the particular office.

4. As regards the revision of the lists or schedules of standard forms, Government concur in the opinion expressed in paragraph 4 of the Commissioner's letter, and are pleased to appoint Mr. Phirozsha Pestonji Jehangir to be on special duty in connection with this work for a period of three months. He should report on the points mentioned in the Commissioner's letter. While so employed he will draw the pay which he would have drawn had he continued to hold his permanent appointment without any deputation allowance. He will be given the services of a clerk (to be selected by him) on Rs. 50 per month. He should consult the Registrar, High Court, about the forms prescribed by that Court, the Inspector-General of Police, and other heads of departments, and also the Superintendent, Yeravda Central Prison, fully before submitting his proposals. He should be instructed to economise in every possible way, and should aim *inter alia* at reducing the number of forms by the use of biglot or polyglot printing and by the elimination of entries of forms with only such differences as are necessitated by appending the style of different officers who use the form. It is also desirable that at the same time the sizes of the forms and the quality of the paper to be used should be determined after consultation with the press authorities. The special officer's report should be submitted through the commissioners, who will consider it in the committee and transmit it to Government with their remarks. The Superintendents, Yeravda Prison Press, Poona, and Government Central Press, Bombay, should supply the special officer with copies of the indent forms now in use and with any other forms or any other information he may require.

(Government Resolution, Judicial Department, No. 8, dated 4th January 1909.)

Rules for the submission of indents for forms and envelopes to the Yeravda Central Prison Press.

RESOLUTION.—The Governor in Council is pleased to sanction the rules, which are printed as Appendix A to this Resolution, for regulating the submission of indents for standard forms and envelopes to the Yeravda Prison Press. All indenting officers are requested to see that the rules are carefully observed and the controlling officers should check any tendency to submit frequent supplementary indents.

Appendix A.

1. All standard forms are included in the several indents and the Prison Press can supply no forms not so included. The same rule applies to envelopes, and only those authorised by Government and included in the indent (as issued by the Prison Press) can be supplied.

2. Annual indents for forms should reach the press at the latest by the 15th of the month allotted for the same (see statement attached to these rules). Any indent except supplementary indent, not received before

the fixed date will be dealt with by the press as opportunity offers and the indenting officer must be prepared for delay in the receipt of the forms.

3. Supplementary indents (Red form No. Genl. 310) will be attended to only if countersigned by the controlling officer. Officers sending in supplementary indents should make every endeavour to anticipate their requirements by a full month.

Note.—The following officers are controlling officers within the meaning of this rule :—

District Judges, Collectors and District Magistrates, Superintending. Engineers of Divisions, Government Examiners of Railway Accounts, Bombay and Dharwar, and heads of departments.

4. When forwarding annual or supplementary indents to the Prison Press, the following rules should be observed :—

(*a*) Indents, whether annual or supplementary, must be prepared on the authorised printed indent form and in no other manner. The press should send to each officer who indents for forms of any particular department, copies of the indent forms of that department during the first ten days of the month preceding that in which the indents are due. Forms of supplementary indents will be supplied on application only.

(*b*) All information called for in the indent form should be correctly filled in.

(*c*) A separate indent, whether annual or supplementary, is required for each class of forms.

(*d*) In every case the indenting officer will see that the correct address to which the forms should be sent is filled in on the last page of the indent form.

5. It is important to remember that—

(*a*) No new form or envelope will be printed ; and

(*b*) No correction in an existing standard form or in the indent will be made without the sanction of Government.

(Government Resolution, General Department, No. 927, dated 3rd November 1921.)

Procedure of sending indents for forms and envelopes to the Manager, Yeravda Prison Press.

Letter from the Superintendent, Government Printing, Bombay, No. 1133, dated the 26th May 1921 :—

" I have the honour to solicit a reference to Government Resolution, Judicial Department, Nos. 8, dated 4th January 1909, and 7008, dated the 18th December 1909. The due dates of indents for several kinds of forms were fixed therein to ensure a fair distribution of work in the press over the year. The arrangement has been in force since the date of the Government resolutions and worked fairly satisfactorily. Under that

arrangement different classes of forms have been shown in the different schedules and each office has to indent separately for each class on the dates sanctioned in the above resolutions. This means that each department has to send at least three indents on the press during a year, e.g., (1) indent for the departmental forms such as Revenue, Public Works Department, Forests, etc., (2) Indent for standard envelopes, and (3) Indent for forms of General use. In addition to these if any form or forms of one department is or are suitable for another department (such cases are not infrequent) that other department has to indent for them separately on the due dates.

2. I have had this subject under consideration for some time and on carefully looking into it, I have come to the conclusion and would recommend, that all standard forms and envelopes of any department, whether a departmental or a general character should be grouped together in one schedule and that each officer should send only one annual indent for all its requirements, instead of several on different dates as at present. If this is approved, it would undoubtedly be a great convenience to the indenting officers and to the press and would ensure considerable economy in labour, material, freight and in many other ways.

3. The idea of even distribution of work at the press over the year can be granted by fixing different dates for different departments, sub-divisions of departments or districts.

4. Should the idea be approved, it will be necessary to recast the schedules and as the change is calculated to effect saving, early orders are solicited."

Memorandum to the Superintendent of Government Printing, Bombay, No. 8206, dated the 7th July 1921.

Memorandum from the Superintendent of Government Printing, Bombay, No. 2061, dated the 16th July 1921.

RESOLUTION.—The proposals made in paragraph 2 of the Superintendent's letter dated the 26th May 1921 are approved and should be complied with.

(Government Resolution, General Department, No. 927, dated the 9th June 1922.)

Procedure of sending indents for forms, etc. to the Yeravda Prison Press.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. 5323, dated the 19th January 1922 :—

"With reference to Government Resolution, General Department, No. 927, dated the 3rd November 1921, I have the honour to refer to paragraph 3 of this office No. 2061 dated the 16th July 1921 and to enquire whether any orders are being issued to the heads of departments to submit their consolidated indents and, if not, to request that a general

order may kindly be issued to all heads of Departments to submit a consolidated indent of all standard forms required by all officers under them.

On receipt of these indents, this office will take steps to have the indent forms printed and will intimate the months in which the various officers should submit their indents to the press."

* * *

Memorandum from the Superintendent, Government Printing and Stationery, Bombay, No. 5965, dated the 17th February 1922 :—

"Returned with compliments.

2. I propose to introduce this revised system of indenting for standard forms from June 1st, 1922. The press is preparing a list of all standard forms kept in stock, copies of which it is proposed, should be printed and distributed once in every five years. As new forms are likely to be sanctioned, I have to request that all department of the Secretariat may be asked to give any new forms a standard number in consultation with the press before issue of the orders, so that when any form is sanctioned officers may add the form to the lists supplied in order to keep them up-to-date. As stated above, this system is to be brought into force from 1st June 1922, and I forward herewith a list showing the months in which indents for standard forms should be submitted by different departments to the Yeravda Prison Press with a request that Government will kindly issue an order notifying these dates to all officers.

A statement of departments with months in which their indents should be due at the press :—

April—

(*i*) Secretariat including Bombay Development.
(*ii*) Cantonment.
(*iii*) Municipal.
(*iv*) District Local Board.
(*v*) Other Local Fund.
(*vi*) Medical.

June—

(*i*) Public Health.
(*ii*) Income Tax.
(*iii*) Political.
(*iv*) Ecclesiastical.
(*v*) Industries and Informat....

August—

(*i*) Customs, Salt, Excise and Opium.

(*ii*) Agriculture.

(*iii*) Audit—Provincial and Central.

(*iv*) Stationery and Printing.

(*v*) Ports and Pilotage.

(*vi*) Mint and currency.

October—

(*i*) Revenue including Treasury Officers.

(*ii*) Jail.

(*iii*) Registration.

December—

(*i*) Educational.

(*ii*) Public Works Department.

(*iii*) Police.

February—

(*i*) Judicial proper.

(*ii*) Forests.

(*iii*) Magisterial.

RESOLUTION.—The proposal made in paragraph 2 of the Superintendent's Memorandum No. 5965, dated the 17th February 1922, is approved and should be complied with.

(Government Resolution, General Department, No. 927, dated 11th January 1927.)

Subject.—Economy in indenting of standard forms etc. required by officers.

Letter No. R.O. 54/280, dated the 18th August 1926.

Government Memorandum, No. 927/11771-G, dated 24th August 1926.

Memorandum No. P.B. 2776, dated 25th September 1926, from the Superintendent, Government Printing and Stationery, Bombay.

RESOLUTION.—The proposal made by the Superintendent, Government Printing and Stationery, for the submission of one supplementary indent of forms, if necessary, in a year by each officer in addition to his annual indent is approved on the understanding that the supplementary indent shows (1) previous consumption for twelve months, (2) actual stock in hand, and (3) number indented for. The Superintendent should be requested to prepare the indent form accordingly. The controlling officers should also be requested to scrutinize the supplementary indents more carefully in future before they are passed on to the Yeravda Prison Press for compliance.

(Government Resolution, General Department, No. 7965, dated the 29th November 1930.)

Subject.—Supply of standard forms to local bodies, etc., on payment.

Letter from the Superintendent, Government Printing and Stationery, No. P.B. 393, dated the 24th/27th May 1930 :—

" I have the honour to report that in Government Resolution, General Department, No. 7436, dated the 18th March 1929, Government have ordered that the supply of stationery articles to local bodies should be discontinued and that in future no articles should be supplied to such bodies and other private institutions without the express sanction of Government. I have therefore to enquire whether Government desire that these orders should also be made applicable in the case of standard forms supplied by the Yeravda Prison Press. At present standard forms are supplied on payment to (1) some of the Indian States in and out of the Bombay Presidency, (2) Private Institutions, (3) Municipalities, (4) District Local Boards, (5) Dispensaries and Hospitals in the Western India States Agency, (6) Schools in Native States, (7) Grant-in-aid Dispensaries and Veterinary Dispensaries, (8) Aided Private schools and schools recognised by the Bombay Government, and (9) Co-operative Societies. Some of these institutions are supplied with these forms on payment on the authority of the following Government Resolutions :—

Government Resolution, General Department, No. 353, dated 25th January 1889.

Government Resolution, General Department, No. 6007, dated the 30th July 1914.

Government Resolution, Revenue Department, No. 6443, dated the 11th July 1914.

Government Resolution, General Department, No. 4536, dated the 8th June 1914.

Government Resolution, Revenue Department, No. 149, dated the 6th January 1915.

Letter No. 0-2-C, dated 3rd February 1926, from the Director of Public Instruction, Bombay Presidency, Poona (copy enclosed).

In other cases no authorities are available. I therefore request Government to kindly issue definite orders in this case at an early date."

RESOLUTION.—The Superintendent, Government Printing and Stationery, should be informed that the supply on payment of standard forms to the institutions and States mentioned in the accompanying list should be continued. Envelopes, compilation covers, case boards, file boards and slip blocks cannot be regarded as standard forms and their supply should be stopped.

List of Institutions referred to in the Government Resolution.

1. Medical Institutions—Dispensaries and hospitals in the Western India States Agency.

2. Medical Institutions outside the Presidency.

3. District and Taluka Local Boards.

4. Municipalities, Notified Area Committees and Sanitary Committees.

5. Executive Officers of Cantonments.

6. Village Panchayats.

7. Grant-in-aid Dispensaries and Veterinary Dispensaries.

8. Educational Institutions such as recognised and aided schools.

9. Schools in Indian States.

10. Indian States in and out of Bombay.

11. Co-operative Societies.

(Government Resolution, General Department, No. 8921, dated 23rd August 1932.)

Subject.—Procedure regarding recovery of cost of forms and envelopes (standard) supplied to local bodies, etc., on payment.

RESOLUTION OF GOVERNMENT.

In supersession of the orders issued by them previously on the subject, Government are pleased to direct that in future local bodies, institutions, States, etc., which are authorised under Government Resolution, General Department, No. 7965, dated 29th November 1930, to obtain forms on payment from the Yeravda Prison Press, should be permitted to pay for them either by the V.P.P. or "Advance" payment system. Indenting parties who choose to pay according to the latter system should give an intimation to that effect to the Manager of the Press, while sending their indents and he will then communicate to them the price of the forms. Within three weeks of receipt of such communication, the indenting party concerned should credit the amount of the price of the forms in the nearest Government Treasury, and send forthwith the intimation of the credit through the treasury officer concerned to the manager. The treasury officers should transmit such intimations promptly to the manager. After this intimation is received by him, the manager should supply the forms as soon as possible.

2. In any case in which the indenting party omits to state, while sending its indent, that the forms should be supplied on the "Advance" payment system, the manager should send the forms by V.P.P.

(Government Resolution, General Department, No. S. 62, dated 15th March 1935.)

Subject.—Printing of Destandardized forms at the Yeravda Prison Press.

Letter from the Superintendent, Government Printing and Stationery, No. P.B. 2595, dated the 21st/26th February 1935:—

"I have the honour to report that at present all destandardized forms are printed at the Government Central Press, Bombay, every fifth year after obtaining the requirements of all officers for 5 years. As a rule, the revision of destandardized forms is not watched by any particular officer nor is it possible for this department to know whether the sample received along with the indent is the correct form after carrying out the necessary revision, if any. Further, it is also not possible for this department to know whether the quantity indented for is really required. Personally I am of opinion that it is not quite a sound policy to issue stocks to officers to last for a number of years. In the case of some offices the accommodation available for keeping forms is very scanty and further there is no definite system laid down for keeping a very accurate account of these forms. It is therefore distinctly to the advantage of Government to supply officers as far as possible with a stock lasting for a much less period. I therefore propose that these destandardized forms should in future be printed at the Yeravda Prison Press for supply to officers annually along with their requirements for standard forms. As the consumption of these forms is small, the press should print and stock three or five years' requirements at a time according to its convenience, but in no case should the supply be made for more than one year's requirements. If Government agree with my proposal, I will make arrangements at the Yeravda Prison Press for printing, stocking and supplying all these destandardized forms. Further, in order to minimise the clerical work, some new method will have to be introduced in that press for maintaining the account, etc., and I will look into this question as soon as the orders of Government are received.

Early orders are requested."

RESOLUTION.—The proposal of the Superintendent, Government Printing and Stationery, to print the destandardized forms at the Yeravda Prison Press for supply to officers annually along with their requirements for standard forms is approved.

(General Department Circular No. 3303/33, dated 23rd May 1940.)

In Government Circular, General Department, No. 3303/33, dated the 28th June 1939, orders were issued regarding economy in the use of stationery articles. It has now been reported to Government that prices of straw boards and manilla boards have gone up and that it is likely that sufficient quantities of these articles will not be obtained even at a higher price, if the situation created by the war continues. It is necessary, therefore, that strict economy should be exercised in respect of those items of stationery which require the use of the above articles for their manufacture. All departments of the Secretariat and the heads of offices under them are accordingly requested to exercise the strictest economy possible by going through their annual demands very carefully and reducing to the minimum their requirements for (1) compilation covers (Standard Form No. Genl. 104) and (2) File boards (Standard Form Genl. No. 159). In this connection the following measures or such other steps as may be deemed necessary should be taken :—

(*i*) At present it is the tendency in Government offices to open a large number of files every year. It is suggested that the old files should continue to be used for a number of years until there are sufficient papers in them.

(*ii*) After a limited period all the old files should be gone through and the records destroyed if permissible and the file boards of old records should be used for opening new files.

2. The annual demands for case boards (Standard Form No. Genl. 139) should also be scrutinised and reduced wherever possible.

CHAPTER XXIX.

THE GOVERNMENT PHOTOZINCOGRAPHIC PRESS, POONA.

566. The Photozincographic Press, Poona, was originally created in the year 1867 to supply maps for the survey and revenue departments and was until recently in charge of the Settlement Commissioner and Director of Land Records, Poona. In the beginning, it was a very small press under an officer of the royal engineers. A specialist officer was appointed to take charge of it in 1885 and from that time onwards more up-to-date methods of reproduction have been introduced. Owing to the standardization of certain forms hitherto printed at this press, the printing of ordinary forms was transferred to the Yeravda Prison Press as recommended by the press committee in Government Resolution, General Department, No. 8723, dated 1st December 1913. The press was also allowed to undertake printing work of private bodies in competition with private presses. The system was subsequently considered undesirable by Government, who, however, allowed the press to undertake only such private work which would be of a highly specialised character, as was beyond the powers and capacity of local private presses, provided Government work thereby, is not affected in any way.

567. The principal work of the press is the production of maps and of copies of registered documents. The system of photo-copying of documents as worked out in the year 1913 by Mr. F. G. H. Anderson, as Settlement Commissioner and Director of Land Records and Inspector General of Registration, was introduced tentatively in some of the districts in this Province. This photo-copying system was found to be most successful and economical and most of the districts in the Province have now been brought under this scheme.

568. The main and important items of work executed by the press pertain to the departments of land records and registration and as such the Settlement Commissioner and Director of Land Records held the administrative charge of the press (*vide* Government Resolutions, Revenue Department, Nos. 3886, dated 14th April 1919, 10448, dated 7th October 1919 and 1460/33, dated 2nd November 1933).

569. With regard to the commercial side of the press, however, it was placed under the supervision of the Superintendent, Government Printing and Stationery, Bombay, with the following reciprocal arrangement :—

(1) The Manager of the Press—a gazetted officer—should advise the Settlement Commissioner and Director of Land Records in purely technical matters only and in important questions relating to the press establishments.

(2) The Manager should act under the orders of the Superintendent, Government Printing and Stationery, Bombay, in routine matters concerning the commercial side of the press and his proposals regarding

all important questions should be submitted to the Settlement Commissioner and Director of Land Records or to the Commissioner, Central Division, through the Superintendent, Government Printing and Stationery, Bombay.

(3) The Superintendent, Government Printing and Stationery, should visit the Photozinco Press at least twice a year and submit his report to the Settlement Commissioner or the Commissioner, Central Division.

570. The Survey and Settlement Commissioner was in the administrative control of the press until the year 1894, when the Commissioner, Central Division, was placed in charge of it. In the year 1907, the control of the press was retransferred to the Settlement Commissioner and Director of Land Records, until this post was held in abeyance. In the year 1932, the Commissioner, Central Division, again became the controlling authority of the press (*vide* Government Resolution, Revenue Department, No. 7266/28, dated 21st March 1932). But subsequently on the revival of the post of the Director of Land Records (*vide* Government Resolution, Revenue Department, No. 2844/33, dated 13th November 1935), this officer was reappointed as the controlling authority of the press. This arrangement continued for about four years when the control of the press (both administratively and commercially) was transferred to the Superintendent, Government Printing and Stationery, Bombay, with effect from 1st April 1940 (*vide* Government Resolution, Revenue Department, No. 4529/33, dated 25th September 1939).

571. In pursuance of the policy of Government, to indianize the superior service in the Government presses in the Bombay Province, the present manager who is in direct charge of the press was selected for training in England in the Photozincographic and allied processes and on his completing the training course in England and on his return to India was, in the beginning, appointed as assistant manager of the press and subsequently confirmed as manager in the month of July 1930. The Superintendent, Government Printing and Stationery, Bombay, is the controlling authority.

572. The photo-registry section, however, was to be under the administrative control of the Inspector General of Registration, Bombay Presidency, Poona, as hitherto (*vide* Government Resolution, Revenue Department, No. 1778/33, dated 17th April 1939).

573. The work done at this press includes the preparation of original maps in different languages, revising them, designing and reproducing colour charts including medical charts, school wall pictures in colour, anatomical pictures, certificates of merits, architectural drawings, diagrams for the scientific volumes published by the Indian Meteorological Department, the printing of daily weather reports, fine art productions of microscopical, medical, geological and archæological illustrations including the reproduction of natural colours from the actual objects themselves of articles of archæological interest, such as ancient vases, silk and embroidery work in silver and gold, carpets, etc.

574. Whenever any new work is received from a particular officer, Government orders are always communicated to the manager of the press as an authority for printing that work. Work received from various departments of Government almost every year is authenticated by the previous practice in general and in certain cases by Government orders received from time to time. The press, therefore, has not maintained any list of such standing orders on the record of the press.

575. All work received from Government officers, if it is for *bona fide* Government purpose, is done free of cost, treating the work as service work.

576. The press is also authorised to receive and execute work from other Governments, Government of India Departments, Native States, Local Self-Governments and other Private Bodies, provided Government work is not thereby affected in any way. The work executed in such cases is charged as per the schedule rates by issuing adjustment bills or bills for cash payment as the case may be.

577. The following is the list of officers of the Bombay Government from whom work is generally received by the press :—

(1) All District Inspectors of Land Records.

(2) All Superintendents of Land Records.

(3) Director of Land Records and Settlement Commissioner, Poona.

(4) Head Quarter Assistant, Central Record Office, Ahmedabad.

(5) Chief Inspector of Factories, Bombay.

(6) Consulting Surveyor to Government, Bombay, Poona.

(7) Superintendent of Bombay City Survey and Land Records, Bombay.

(8) All Executive Engineers.

(9) Conservators of Forests.

(10) Divisional Forest Officers.

(11) Director of Public Instruction, Poona.

(12) Inspector of Drawing and Craftwork, Bombay.

(13) Military Secretary to H. E. the Governor of Bombay.

(14) Registrar, Co-operative Societies, and Director, Rural Development, Bombay, Poona.

(15) Assistant Secretary to Government, Finance Department.

(16) Manager, Government Central Press, Bombay.

(17) Assistant to the Deputy Inspector General of Police, C. I. D., Poona.

(18) Director of Information, Bombay.

(19) District Superintendent of Police, Poona.

(20) Commissioner of Labour, Bombay.

(21) Manager, Yeravda Prison Press, Yeravda.

(22) Director, Sir J. J. School of Art, Bombay.

(23) Officer-in-charge, Excise Intelligence Bureau, Bombay.

(24) Superintendent, Government Printing and Stationery, Bombay.

(25) Head Master, Elphinstone High School, Bombay.

(26) Deputy Secretary to Government, Public Works Department.

(27) Principal, R. C. T. Institute, Ahmedabad.

(28) Assistant Engineer, Poona Water Works, Poona.

(29) Executive Engineer, Poona Water Works and Research Division, Poona.

(30) Executive Engineer, Nasik Irrigation Division, Nasik.

(31) Inspector General of Police, Poona.

(32) Secretary, Committee of Direction for Technical and Industrial Training, Bombay.

578. The Press consists of the following four technical branches :—

(1) Drawing branch.

(2) Photo branch.

(3) Printing branch.

(4) Mounting branch.

1. *Drawing branch.*—This branch executes the work of drawing, compiling and revising of maps in different languages of the Province of Bombay, designing of charts, diagrams and plans, etc., drawing the same direct or reverse on stones or zinc plates, tracing of old and obliterated village maps and city survey sheets, preparing originals from reproductions, etc.

2. *Photo branch.*—This branch consists of four main sections :—(1) Engraving, (2) Photozinco, (3) Helio and offset and (4) Vandyke.

The work done in this branch is as follows :—

Manufacturing line, half-tone and tricolour blocks, preparing blue prints, lantern slides, reproduction of documents, etc., reproduction of village and combined maps, marine charts, etc., by the "Southampton Transfer Process", reproducing city survey maps and tracings to the same size by "Vandyke" process.

3. *Printing branch.*—The majority of printing work done in this branch is by planographic printing process, the printing surface being stones or zinc plates. Printing is either done on hand presses or machines.

4. *Mounting branch.*—All work of mounting maps on cloth, varnishing, fixing rollers and patties, book-form and plain mounting, etc., is carried out by this section.

579. *Powers of the Manager, Government Photozincographic Press, Poona.*—The Manager, Government Photozinco Press, exercises the same powers as are vested in the Manager, Yeravda Prison Press. They are as under :—

(1) To appoint and promote persons to hold all the posts on the subordinate establishment of the Photozinco Press with the exception of the posts held by heads of sections of the Press. (Rule 87 in Appendix to the Bombay Civil Service Classification and Recruitment Rules.)

(2) To grant leave of any description, other than special disability leave, admissible under the rules applicable to the persons concerned, in respect of the holders of the posts which can be filled up by the Manager if vacant. (Rule 623 of the B. C. S. R., Financial Publication No. V, and Rule 3 of Appendix XLIV-A of the B. C. S. R., Financial Publication No. V.)

(3) To sign the establishment and piecework pay bills and the abstract and contingent bills (the latter being forwarded to the Superintendent, Government Printing and Stationery, Bombay, for countersignature).

(4) To endorse cheques.

(5) To make payments of money into the Treasury.

(6) To purchase articles of dead-stock or petty plant to the extent of Rs. 25 per each kind of article. (For items Nos. 3 to 6, *vide* Government Order, General Department, No. 1450, dated 18th February 1915, and Government Order, General Department, No. 10756, dated 18th October 1920.)

(7) To purchase stores, spare parts, etc., the value of which is Rs. 100 or less for each item.

(8) To sign travelling allowance bills for the establishment of the Photozinco Press. (Sub-rule 23 under T. O. 16 and Appendix I to the Financial Publication No. II).

(9) To sanction recurring contingent expenditure up to Rs. 10 per mensem and to six months' duration (*vide* Slip No. 12 of the Financial Publication No. VII).

(10) To execute contracts for the supply of articles of dead-stock or petty supplies up to the monetary limit mentioned at item Nos. 6 and 7 above and to execute contracts for the sale of useless, unclaimed or confiscated articles (*vide* Slip No. 24 of the Financial Publication No. VII).

(11) Power to sanction advances of pay and travelling allowance to the members of the Photozinco Press establishment (*vide* Slip No. 36 of the Financial Publication No. VII).

(12) To write off unserviceable articles of dead-stock up to the limit of sanction for purchase (*vide* Slip No. 38 of the Financial Publication No. VII).

580. *The work generally done at the Government Photozincographic Press, Poona.*—(1) Daily and weekly weather reports for Director General of Observatories, India Meteorological Department, Poona. (No. 14-15-34-P of 15th March 1934 from the Deputy Controller of Printing, New Delhi.)

(2) Maps of exhibits of confirmation cases and criminal references of appeal for judicial departments.

(3) Square ruled sheets and area squares for Land Records Department.

(4) Posters for various departments of Government of Bombay (e.g. Harijan Poster—*vide* Government Resolution, General Department, No. 3613/33-D, dated 5th March 1940).

(5) Printing of drawings, sketches, charts, etc., for the Annual Examination of Ranchhodlal Chhotalal Technical College, Ahmedabad, Inspector of Drawing and Craftwork, Bombay, and V. J. Technical Institute, Bombay (*vide* Government Order, Educational Department, No. 1487, dated 23rd March 1933).

(6) Graphs for the Annual Public Health Report for the Director of Public Health for the Government of Bombay, Poona (*vide* Government Order, General Department, No. 659, dated 27th January 1916).

(7) Graphs for the Police Administration Report.

(8) Warkas and Wadh Jantries for the Settlement Commissioner and Director of Land Records, Poona.

(9) Maps and charts for the Revision Settlement Report for the Settlement Commissioner and Director of Land Records, Poona.

(10) Road Chart forms "A" and "B" for Executive Engineers.

(11) Graphs for the Administration Reports of the Civil and Military Works.

(12) Map of the Bombay Province for the Agricultural Departmental Annual Report.

(13) Plates for the Meteorologist, Bombay. (No. C. P. O. 23/22/30, dated 4th October 1930, from the Deputy Controller of Printing, New Delhi.)

(14) Graphs for the Cotton Market Committee, Dhulia.

(15) Graphs for the Blue Budget Estimates. (Received from the Finance Department of the Government of Bombay.)

(16) District maps, taluka maps and Bombay Province map for the Superintendent, Government Printing and Stationery, Bombay.

(17) Marine charts for the Officer-in-charge, Chart Depôt, Bombay.

(18) Base maps of the weekly weather reports for the Director General of Observatories, India Meteorological Department, Poona.

(19) Layout plans of the Backbay Reclamation Scheme, Bombay, for Public Works Department, Bombay.

(20) Sketches of the Apprentice Scheme for Director of Industries, Bombay.

(21) Diagrams of plates of scientific notes for the Director General of Observatories, India Meteorological Department, Poona.

(22) Type designs from the Deputy Secretary to Government, Public Works Department, Bombay.

(23) Plates for the annual report of the Director, Central Irrigation, Hydrodynamic Research Station, Poona.

(24) Map of the Bombay Province for the Irrigation Administration Report of the Bombay Province.

(25) Plans to accompany Government Resolutions of the Public Works Department, Bombay.

(26) Plans for the Town Planning Scheme for the Consulting Surveyor to the Government of Bombay, Poona.

(27) Tank diagrams of the Executive Engineers.

(28) Sketch printing of the Shock Treatment cards for the Executive Electrical Engineer to Government, Bombay.

(29) Plans for the Professional Examination of Overseers for Public Works Department, Bombay.

(30) Half-tone blocks for the Deputy Inspector General of Police, Criminal Investigation Department, Bombay Presidency, Poona.

(31) Half-tone and Line blocks for the Officer-in-charge, Excise Intelligence Bureau, Bombay.

(32) Blocks for the Labour Gazette, for the Commissioner of Labour, Bombay.

(33) Blocks for the "Bombay Information".

(34) Blocks of sketches and drawings, etc., for the various annual examinations for Educational Department.

(35) Blocks for the postal receipts for the Manager, Government of India Press, Aligarh.

(36) Blocks for the leaflets and bulletins for the Director of Agriculture, Poona.

(37) Photographic prints for the District Superintendent of Police, Poona.

(38) Blocks of the Tax Tokens for the Motor Vehicles Department.

(39) Blocks, lantern slides, blue prints, bromide prints for private bodies.

(40) Masala liquor labels for the Superintendent, Government Distillery, Nasik Road.

(41) Public Works Department diary.

(42) Blank charts for the daily weather reports for the Director General of Observatories, India Meteorological Department, Poona.

(43) Weather charts of P1, P2, P6, C1, C2, C3 and K1 and K2. (P1, P2 for India Meteorological Department, Meteorological Officer, Peshawar, Lahore and New Delhi; P6 for India Meteorological Department, Poona; C1, C2 and C3 for the Meteorological Officer, Calcutta; K1, K2 for the Meteorological Officer, Karachi.)

(44) Outline maps of (1) India, (2) British Isles and (3) the World, for Educational Department.

(45) Elementary and Intermediate Grade Examinations Certificates for the Inspector of Drawing and Craftwork, Bombay Presidency, Bombay. (Government Order, Educational Department, No. 1906 of 29th July 1916.)

(46) Government Diploma Certificates of Accountancy for Director of Public Instruction, Poona. (Government Order, Educational Department, No. 1284 of 28th November 1927.)

(47) Sectional square ruled sheets from the Superintendent, Government Printing and Stationery, Bombay.

(48) Investiture cards for the Military Secretary to His Excellency the Governor of Bombay.

(49) Village maps, C. T. S. sheets and combined maps for the Land Records Department.

(50) Village maps and C. T. S. sheets for Native States.

(51) Mounting of taluka maps, district maps, village maps, toposheets, C. T. S. sheets and posters for Forest Department and Land Records Department.

(52) Varnishing of shock treatment cards and maps.

(53) T Gram for the use of sounding balloon cards.

(54) Steffen Hedde-Anemograph chart.

(55) Barometer charts (Draper's Self-Registration Chart).

(56) Hair Hygrograph chart.

(57) Level Record chart.

581. *Statement of Returns showing dates of submission, etc.*

Serial No.	Details of returns.	Due date.	Period required.	Authority, if any.	To whom submitted.
1	2	3	4	5	6
1	Statement of expenditure ..	10th ..	Monthly ..	Financial Publication No. 1, Rule 316.	The Superintendent, Government Printing and Stationery, Bombay.
2	Detailed Contingent Expenditure Bill..	10th ..	Do. ..	Manual of Contingent Expenditure, Rule 20.	Do.
3	Statement showing particulars of occupation of Government residential buildings.	10th ..	Do. ..	Government Resolution, Public Works Department, No. 8146/27, dated 20th November 1928.	The Executive Engineer, Poona Division, Poona.
4	Statement of amounts collected and credited into treasury.	10th ..	Do. ..	Government Circular, General Department, No. 6611 of 6th September 1929.	The Superintendent, Government Printing and Stationery, Bombay, through the Treasury Officer, Poona.
5	Statement showing the cost of printing work executed for Central Government.	10th ..	Do. ..	No. 67/10/41-P of 16th June 1941 from the Deputy Controller of Printing and Stationery, Delhi.	The Deputy Controller of Printing and Stationery, New Delhi.
6	Statement showing the cost of Sind Government work.	1st week ..	Do. ..	No. Rev. 6660 of 12th October 1937 from the Secretary to Government, Revenue Department, Sind.	The Revenue Commissioner in Sind.

7	Progress report regarding training of illiterates in Government services.	January, April, July, October.	Quarterly ..	Government Memorandum, Political and Service No. 2512/34-D of 20th December 1938.	The Superintendent, Government Printing and Stationery, Bombay.
8	Statement showing the progress made in executing the tracing work.	Do. ..	Do. ..	Departmental	Do.
9	Return showing the number of the prohibition unemployees taken in service.	March and September.	Terminal ..	Government Circular, Political and Service No. 3405/34, dated 18th January 1940.	Do.
10	Revised Budget Estimates— 6 months' actuals .. 8 months' actuals .. 9 months' actuals .. Last quarterly statement ..	 October .. December .. January .. April ..	 Yearly	Financial Publication No. 1, Rule 304. Government Memorandum, General Department, No. P. 167-C, dated 11th June 1935.	Do.
11	Progress report of tracing of village maps.	October and April..	Terminal ..	No. PZP. Inspection of 8th November 1937 from the Director of Land Records, Poona.	The Superintendent, Government Printing and Stationery, Bombay. (Copy to the Settlement Commissioner and Director of Land Records, Poona.)
12	Progress report of district and taluka maps.	January and July..	Do. ..	Departmental ..	The Superintendent, Government Printing and Stationery, Bombay.
13	Report of Workmen's Compensation ..	January ..	Yearly ..	Notification No. L. 1189, dated 28th March 1935 issued by the Government of India, Department of Industries and Labour.	The Commissioner for Workmen's Compensation, Bombay.
14	Annual Return under the Factories Act, 1934.	Do. ..	Do. ..	Factories Act, 1934 ..	The Junior Inspector of Factories, Poona.

Serial No.	Details of returns.	Due date.	Period required.	Authority, if any.	To whom submitted.
1	2	3	4	5	6
15	Report regarding surrender of grants ..	February ..	Yearly ..	Financial Publication No. 1, Rule 316-A.	The Superintendent, Government Printing and Stationery, Bombay.
16	Gradation list as on 1st January ..	Do. ..	Do. ..	Departmental ..	Do.
17	Solvency certificates of sureties to store-keeper's security.	March ..	Do. ..	Financial Publication No. 1, Rule 40.	The Mamlatdar, Poona City.
18	List of articles of foreign manufacture required.	Do. ..	Do. ..	No. M.B. 2382, dated 1st August 1941 from the Superintendent, Government Printing and Stationery, Bombay.	The Superintendent, Government Printing and Stationery, Bombay.
19	Return in respect of military officers re-employed under the Central and Provincial Governments.	Do. ..	Do. ..	No. T.M. 29-C/1376 of 9th September 1940 from the Accountant General, Bombay.	The Accountant General, Bombay.
20	Appropriation Report (Budget grants) of the previous year.	April ..	Do. ..	Financial Publication No. 1 ..	Do.
21	Certificate regarding permanent advance.	Do. ..	Do. ..	Civil Account Code, Vol. 1, Article 93 (7).	Do.
22	Certificate regarding the recovery of taxes for specific services rendered during the year.	Do. ..	Do. ..	No. T.M. 29-C/1038, dated 3rd August 1933 from the Accountant General, Bombay.	Do.

23	Return showing progress of recruitment of depressed classes in inferior service.	Do. ..	Do. ..	Government Order, Political and Reforms Department, No. 600 (Fin.), dated 13th May 1933.	The Superintendent, Government Printing and Stationery, Bombay.
24	Confidential reports regarding employees drawing over Rs. 100.	Do. ..	Do. ..	Government Resolution, Political and Reforms Department, No. 9830, dated 16th August 1933.	Do.
25	Annual statement of recovery made on account of income tax.	Do. ..	Do. ..	Income-Tax Act, 1922 ..	The Income-Tax Officer, Poona, through the Treasury Officer, Poona.
26	Statement of expenditure incurred on account of foreign stores purchased.	Do. ..	Do. ..	Departmental ..	Do.
27	Statement of establishment standing on 1st April.	Do. ..	Do. ..	Civil Account Code, Vol. I, 62nd article.	The Accountant General, Bombay.
28	Indent of foreign stores	May ..	Do. ..	Government Resolution, Revenue Department, No. 3157 of 24th February 1891.	The Superintendent, Government Printing and Stationery, Bombay.
29	Annual report and cost account ..	June ..	Do. ..	Government Resolution, General Department, No. 4690, dated 19th March 1926.	Do.
30	Budget estimates	August ..	Do. ..	Financial Publication No. 1 ..	Do.
31	Report regarding leave, deputation and Salaries in England.	Do. ..	Do. ..	Financial Publication No. 1, Rule 306.	Do.
32	Report regarding exhibition of losses in Government accounts.	Do. ..	Do. ..	Financial Publication No. 1, Rule 330A.	Do.

Serial No.	Details of returns.	Due date.	Period required.	Authority, if any.	To whom submitted.
1	2	3	4	5	6
33	Estimates of probable quantity and value of stores required from England.	August ..	Yearly ..	Financial Publication No. 1, Rule 307.	The Superintendent, Government Printing and Stationery, Bombay.
34	Statement of major and minor works..	Do. ..	Do. ..	Financial Publication No. 1, Rule 304 (c).	Do.
35	Statement showing the communal composition of services.	Do. ..	Do. ..	Government Circular, Political and Service Department, No. 1673/34 of 1st November 1939.	Do.
36	Indent of Standard Forms and Envelopes.	Do. ..	Do. ..	Departmental ..	The Manager, Yeravda Prison Press, through the Superintendent, Government Printing and Stationery, Bombay.
37	Indent of diaries	Do. ..	Do. ..	Government Resolution, General Department, No. 4141, dated 30th April 1925.	The Manager, Yeravda Prison Press.
38	Indent of Stationery	October ..	Do. ..	Manual of Contingent Expenditure, Rule 55.	The Superintendent, Government Printing and Stationery, Bombay.
39	Indent for peons' clothing ..	April ..	Bi-annual ..	Manual of Contingent Expenditure, Rule 86.	Do.
40	Indent for peons' woollen clothing ..	November ..	Quadrennial ..	Do.	Do.

APPENDIX I.

Rules for the purchase and supply of stationery and printing stores for Public Service, 1936.

(*Vide* Government Resolution, General Department, No. 8470, dated 21st October 1936.)

The policy of the Government of Bombay is to make their purchases of stationery and printing stores for the public service in such a way as to encourage the development of the industries of the country to the utmost possible extent consistent with economy and efficiency. In pursuance of this policy, the rules prescribed for the purchase and supply of stationery and printing stores are given below :—

N.B.—The term "stationery and printing stores" includes all stationery stores office appliances and printing stores, as set forth in the classification schedule hereto annexed.

1. *Articles manufactured in India from Indian materials.*—All articles which are produced in India in the form of raw material, or are manufactured in India, from materials produced in India should, in preference to articles not manufactured in India or wholly or partly manufactured in India from imported stores, be purchased locally, provided that the quality is sufficiently good for the purpose.

2. *Articles manufactured in India from imported materials.*—Articles wholly or partly manufactured in India from imported materials should also be purchased in India in preference to articles not manufactured in India, provided that the quality is sufficiently good.

Note.—In order to give effect to the policy mentioned in rules 1 and 2 above, the Superintendent, Government Printing and Stationery, may, with the sanction of Government in the General Department allow a limited degree of preference in respect of price to articles produced or manufactured in India, either wholly or in part.

3. *Articles which are not manufactured in India.*—Articles which are not manufactured in India should be obtained by indent upon the India Store Department, London, except in the following case :—

When the articles are already in India at the time of order or are already on their way out and their price and quality are not unfavourable as compared with those of similar articles obtained through the India Stores Department, London, and the cost of the supply does not exceed the limits prescribed in rule 11. When the total value of the articles is trifling, it is generally economical to purchase them locally.

Note.—It should, however, be clearly understood by indenting officers that this rule also is subject to the preference in the matter of price similar to that required to be given under rules 1 and 2 to articles of Indian manufacture.

4. *Tenders for articles.*—Unless either because of the smallness of the order or for some other sufficient reason to be recorded, it is not in the public interest to call for tenders, tenders should be invited for the supply of all articles (including those manufactured by the jail department) which are purchased in India under these rules. It should be a condition on which tenders are invited that the supply should be made in India and no tender which fails to comply with the condition should be accepted. Approved tenders for articles, the cost of which is above the limit laid down in Rule 11, should be submitted to Government for sanction, while tenders for other articles should be sanctioned by the Superintendent, Government Printing and Stationery, Bombay. In the case of jail-made articles, the procedure laid down in Government Resolution, Home Department, No. 4833/3, dated 15th January 1935, should be followed (*vide* Appendix 2).

The Superintendent, Government Printing and Stationery, and heads of departments should accept the tenders of the jail department provided the quality of the jail-made articles is tolerably good for use and provided the rates are reasonable as compared with the market rates. If the Inspector General of Prisons on being informed of the rate quoted by the firms of suppliers is unable to reduce his rates to those so quoted, the matter should be referred to the decision of Government.

5. *Articles should be purchased in India.*—The following articles, whether manufactured or produced in India or not, should be purchased in India provided that they comply with the current specifications and are of a requisite quality :—

(*a*) Those of a perishable nature (including Ferro-Gallic Linen, Ferro-Prussiate paper, typewriter ribbons, stencil paper and carbon paper).

(*b*) Block tin, antimony, and pig lead.

(c) Printing and duplicating inks.

(d) Accessories for typewriters and other office machines.

(e) Cheap articles of common use required in small quantities only.

(f) Such other classes of articles that can be obtained more economically in the local market or that cannot conveniently be purchased through the agency of the India Store Department, London, as may from time to time be prescribed by the Government of Bombay.

6. *Special purchases in India.*—In case of emergency, or when inconvenience to the public service would be caused by waiting to obtain an article from England through the India Store Department, London, or when, owing to the greater promptitude of supply an economy can be effected by purchasing in India, articles, which, under the foregoing rules, should be obtained through that department, the purchases should be made in India, subject to the limits prescribed in rule 11 provided that the articles are in India at the time of order or are already on their way out. In such cases if the value of the articles exceeds Rs. 1,000 the sanction of Government should be obtained.

7. *Inter-departmental purchases.*—Nothing in the rules should be deemed to prohibit the purchase of stationery or printing stores by one department or railway from another.

8. *Method of obtaining articles not purchased in India.*—All articles which under the foregoing rules are not to be bought in India, should ordinarily be obtained by indent on the Director General of Stores, India Office, London, a copy of the indent being sent simultaneously to the Chief Controller of Stores, Indian Stores Department, Simla, New Delhi, for scrutiny. (This procedure has temporarily been modified until the duration of War and Government in their General Department, Resolution No. 4189, dated 12th February 1940, have directed that copies of such indents should until further instructions be forwarded to the Department of Supply, Indents and Priority Branch, Government of India, New Delhi, and not to the Chief Controller of Stores, Indian Stores Department.

9. *Method of comparing prices.*—In all cases in which the selection of the source of supply depends upon comparison of prices, the procedure to be adopted for such a comparison is as follows :—

(1) Simultaneous quotations should be called for in India and England on a fixed date.

(2) In the case of important contracts, the price ruling in the English market should be ascertained by telegraphic reference to the India Store Department, London.

(3) In cases where the necessary information as to prices in England is not available the purchase in India shall be subject to the condition that the price is reasonable.

(4) In order to arrive at the market value of the articles for which quotations from England have been received, the following charges should be included :—

(a) Packing and freight	11 per cent.
(b) Insurance and English charges	
(c) Landing, wharfage and port charges	
(d) Cost of carriage to the stationery office from port ..	
(e) Customs duty as per tariff	

10. *Tests.*—Articles purchased in India which should be tested are liable to the specification laid down from time to time by the Superintendent, Government Printing and Stationery, and should be required to pass the test prescribed for such articles.

11. *Powers and financial limits of purchase in respect of stationery articles.*—Financial limits to which the Superintendent, Government Printing and Stationery, is empowered to purchase stationery articles :—

Rs. 1,000 in the case of English manufactured articles.

Rs. 2,000 in the case of an Indian manufactured article.

N.B.—The financial limit of Rs. 1,000 for purchasing English manufactured articles has, however, been temporarily withdrawn (*vide* Government Memorandum, General Department, No. 405/33/C (b), dated 7th August 1937) with instructions to submit in future all proposals for the purchase of non-Indian articles of stationery and stores (including those which the Superintendent, Government Printing and Stationery, is at present authorised to purchase) for the orders of Government with such detailed information as is now supplied in the case of the purchase of paper and other articles of stationery.

No other officer is empowered to purchase any article of stationery which are stocked and supplied by the stationery office, without the sanction of Government, in the administsative department.

12. *Power to sanction departure from the rules.*—The Government of Bombay have full powers to sanction departure from these rules.

CLASSIFICATION OF SCHEDULE.

A. Stationery Stores.

Paper of all kinds including printing, writing, drawing, blotting, cartridge, duplicating, typewriting, tracing, tissue, packing, sectional, Ferro-prussiate, carbon, oiled, waxed stencil, etc. :—

Boards—Card, mill, paste, pulp or straw.

Parchment and Vellum (immitation or real).

Binding materials—Leather, immitation leather, cloth, buckrum, gold-leaf, needles, thread (linen, cotton or wire) and drawing materials including pencils, writing pens, pen-nibs, reeds, quills, ink, ink-powders, slate pencils, crayons, chalks, erasers (steel or rubber)—inkstands, ink-pots, rulers, paint brushes, water colours, colour boxes, saucers for colours, slabs, ruling paste, tracing cloth, Ferro-gallic linen.

Envelopes of all descriptions.

Miscellaneous.—Books (blank, note, reporters, etc.) pads, (writing or blotting) tags, tape, twine, sealing wax, glue, gum, paste, pin-cushions, paper fastetners, paper cutters, cloth tracing in rolls etc.

Packing cases and other packing materials (for stationery office and for printing presses only).

B. Office Machinery and Appliances.

Typewriters and accessories including ribbons.

Duplicators (flat and Rotary).

Calculating machines.

Numbering and dating machines.

Miscellaneous office requisites, i.e. letter scales, pinning and stapling stools, office cutlery.

Rubber stamps, metal seals etc.

Card index system and cabinets.

C. Printing Stores.

Printing machinery of all description including machines for composition, lithography, bindery, embossing, type-casting etc. and accessories.

Printing furniture, including composing frames, and cases, galleys, chases, quoins, reglets, leads, rules etc.

Type and type metal, and metal for conversion into type metal.

Ink printing and lithographic.

Press and ruling machine blankets.

Glue, glucose, glycerine, and other chemicals for printing.

Government Resolution, General Department, No. 356, dated 4th March 1941. Amendments to rules regulating the purchase of stores.

Resolution.—Government is pleased to direct that the following amdnements shall be made in the rules for the purchase of stores, appended to Government Resolution, Political Department, No. 6826, dated 24th March 1931, which shall remain in force till the duration of the War.

Rule 7A.—The purchasing officer shall obtain by indent on the India Store Department, London, all articles not produced in India and required to be purchased for the public service, stocks of which are not available in the country or could not be made available in the country or could not be made available within the time such articles are required to be brought into service.

In all such cases the purchasing officer shall, before forwarding the indent, place on record his reasons for not effecting the purchase in accordance with the preceding rules and also sign on the indent a certificate in the following form :—

"I certify that from enquiries made I am satisfied that the article or articles included in this indent is or are not at present available in stock in India and cannot be made available within the time such articles are required to be brought into service."

APPENDIX II.

Rules and Orders for the purchase of Stores from the Jail Department.

(G. R., H. D., No. 4833/3, dated 15th January 1935.)

Owing to the general trade depression and to the fact that hand-made goods cannot compete on equal terms with machine made goods the demand for Jail made articles from the general public has fallen considerably. As a consequence it has become increasingly difficult to keep jail-labour employed on productive work. Government have therefore considered what steps should be taken to provide jail-labour with an adequate and productive out-let. As a result of this review, Government are pleased to issue the following orders which supercede previous orders with which they conflict.

2. The principles to be observed are as follows :—

(1) The primary object of the Jail department is to keep its convicts employed; the making of a profit on its labour is only secondary, though a desirable object.

(2) The labour on which convicts are engaged should be productive, i.e., should not be useless work for work's sake, since this is demoralising to the convicts and economically wasteful.

(3) Jail labour should not compete fairly with private labour. Jail-made articles should not be sold at prices which will undercut those manufactured by private enterprise and convict manual labourers should not be supplied at rates which compete unfairly with free labour.

(4) In qualification of principle (3) it is laid down that when Government itself (in other departments) is the purchaser, preference should always be given to articles manufactured by the Jail department. In other words other departments of Government should always use jail-made goods and employ jail labour if available but should not pay rates which are higher than they would obtain by private tender.

3. Articles used by other departments of Government are supplied either direct to the Head of the Department or through the Superintendent, Government Printing and Stationery, on indents submitted through that officer. As regards the latter class of articles, Government are pleased to direct that the Inspector General of Prisons or an officer of his department deputed by him should visit the stationery office and examine the articles stocked there with a view to settle what articles can be supplied in future by the Jails and to fix their standards and specifications. As regards articles supplied direct to departments, all heads of departments should enquire of the Inspector General of Prisons whether he can supply the articles they obtain by private tenders. The Superintendent, Government Printing and Stationery, and heads of Departments should accept the tender of the Jail department provided the quality of the jail-made articles is tolerably good for use and provided the rates are reasonable. These rates should be as near the market price as it is practicable to fix it. In arriving at these rates the Inspector General of Prisons is authorised to adjust the charges for convict labour and inevitable overhead charges to as low a figure as is necessary to arrive at the approximate market rates for the finished articles. In the event of the Inspector General of Prisons and the Head of the department concerned or the Superintendent, Government Printing and Stationery, not coming to a settlement, the Director of Industries should act as referee and decide the matter irrespective of whether the price so fixed does not meet the views of one department or the other.

Similarly, if the Inspector General of Prisons and the Backward Class officer get into unnecessary competition with one another in respect of supply of articles or labour by their departments and cannot reach a settlement between them, the matter should be referred to Government.

4. As regards the fixing of standards and specifications, each case in which agreement is not reached between the Superintendent, Government Printing and Stationery, Bombay, and the Inspector General of Prisons for articles supplied to departments through the former should be referred to the Director of Industries, who in consultation with the Heads of departments which chiefly use an article in question, should frame the necessary specifications. These will be final unless the principal consuming departments do not accept them, when they should be submitted to Government.

5. Any complaints regarding the quality of articles supplied by the Jail department to the Superintendent, Government Printing and Stationery, should be referred to the Director of Industries for final decision.

6. Other departments of Governments should use convict labour on Government works, wherever this is practicable. The rates paid for this labour should be 75 per cent. of the usual wages of free labour in the locality.

7. The Superintendents of Prisons should, in their discretion fix the rates at which jail-made articles are sold to the general public, subject to the provision that they shall not be below the market rate.

8. The Inspector General of Prisons should be requested to take such steps as he considers necessary to maintain a uniform standard in regard to prices of jail-made articles.

(G. R., H. D., No. 4833/3, dated 11th November 1938.)

9. The Inspector General of Prisons may at his discretion supply convict labour to the public at rates which should not be less than 75 per cent. of the wages of free labour of the same class in the locality.

APPENDIX III.

List of Officers in the Bombay Province entitled to a free supply of Stationery articles as well as of Clothing to peons and petty amaldars, and of Cloth for covering tables, from the Stationery Office, Bombay.

(*Note.*—Officers who draw from the Stationery Office, free of charge, peons' Clothing and liveries are shown with the letter 'C', and those who draw Table Cloth free of charge, are shown with the letters 'TC' in this Appendix. Where both peons' clothing and table cloth are obtained, the letters 'C' and 'TC' are marked against the Officer.)

	Indent Registered No.	Name of Officer.
		Land Revenue.
C.TC.	1	Collector of Bombay.
C.	1A	Special Recovery Officer, Co-operative Societies, Bombay.
C.	2	Collector, Bombay Suburban District, Bombay.
C.	3	District Deputy Collector, Bombay Suburban District, Bombay.
C.	5	District Inspector, Land Records, Bombay Suburban District, Bombay.
C.TC.	6	Mamlatdar, South Salsette, Andheri.
C.	9	Special Land Acquisition Officer, Bombay and Bombay Suburban District, Bombay.
C.TC.	10	Honorary Magistrate, Bandra.
	11	Special Land Acquisition Officer, Bombay Suburban District, Andheri.
C.TC.	15	Collector, Ahmedabad.
C.TC.	16	City Deputy Collector, Ahmedabad.
C.	17	District Deputy Collector, Dholka Prant, Ahmedabad.
C.TC.	18	Assistant Collector, Viramgam Prant, Ahmedabad.
C.	19	Huzur Mamlatdar, Ahmedabad.
C.	21	Collector and Talukdari Settlement Officer, Ahmedabad.
C.TC.	22	Mamlatdar, Daskroi.
C.	23	Mahalkari, City Mahal, Ahmedabad.
C.	24	Mamlatdar, Dhandhuka.
C.TC.	25	Mamlatdar, Dholka.
C.TC.	26	Mamlatdar, Prantij.
C.	27	Mamlatdar, Viramgam.
C.	28	Mahalkari, Gogha.
C.TC.	29	Mahalkari, Modasa.
C.	30	Mahalkari, Sanand.
TC.	31	Special Enquiry Officer, Ahmedabad.
C.TC.	32	Special Recovery Officer, Co-operative Societies, Ahmedabad.
C.TC.	35	Collector, Broach and Panch Mahals, Broach.
C.TC.	36	Assistant Collector, Broach Sub-Division, Broach.
TC.	37	Huzur Mamlatdar, Broach.
C.TC.	38	Mamlatdar, Ankleshwar.
C.TC.	39	Mamlatdar, Broach.
C.TC.	40	Mamlatdar, Jambusar.
C.TC.	41	Mamlatdar, Vagra.
	42	Special Recovery Officer, Jambusar.
	43	Special Recovery Officer, Wagra.
	44	Extra Aval Karkun, Hansot.
C.TC.	45	Collector, Kaira.
TC.	46	District Deputy Collector, Southern Division, Kaira.
T.C.	47	District Deputy Collector, Northern Division, Kaira.
C.	48	Huzur Mamlatdar, Kaira.
C.	49	Mamlatdar, Anand.
C.TC.	50	Mamlatdar, Borsad.
C.	51	Mamlatdar, Kapadwanj.
C.	52	Mamlatdar, Matar.
C.	53	Mamlatdar, Mehmedabad.
C.TC.	54	Mamlatdar, Nadiad.
C.	55	Mamlatdar, Thasra.

	Indent No.	Name of Officer.
		LAND REVENUE—*contd.*
C.	56	Special Recovery Officer, Co-operative Societies, Kaira District, Nadiad.
C.TC.	60	Assistant Collector and Additional District Magistrate, Broach and Panch Mahals, Godhra.
C.TC.	61	Mamlatdar, Dohad.
C.TC.	62	Mamlatdar, Godhra.
C.TC.	63	Mamlatdar, Kalol.
C.TC.	64	Mahalkari, Halol.
C.TC.	65	Mahalkari, Jhalod.
C.TC.	66	Special Land Acquisition Officer, Panch Mahals, Dohad.
C.	70	Collector of Surat.
C.TC.	71	District Deputy Collector, S. P., Surat.
C.TC.	72	District Deputy Collector, N. P., Surat.
C.TC.	73	Huzur Mamlatdar, Surat.
C.TC.	74	Mamlatdar, Bardoli.
C.TC.	75	Mamlatdar, Bulsar.
C.TC.	76	Mamlatdar, Chikhali.
C.	77	Mamlatdar, Chorasi.
C.TC.	78	Mamlatdar, Jalalpore.
C.TC.	79	Mamlatdar, Mandvi.
C.TC.	80	Mamlatdar, Olpad.
C.TC.	81	Mahalkari, Valod.
C.TC.	82	Mahalkari, Pardi.
C.	83	Special Recovery Officer, Co-operative Societies, Surat.
C.TC.	85	Collector, Thana.
C.TC.	86	Assistant Collector, Dahanu Prant, Thana.
C.	87	District Deputy Collector, Kalyan Prant, Thana.
C.	88	District Deputy Collector, Bhiwandi Prant, Thana.
C.TC.	89	Huzur Mamlatdar, Thana.
C.TC.	90	Mamlatdar, Bassein.
C.TC.	91	Mamlatdar, Bhiwandi.
C.TC.	92	Mamlatdar, Dahanu.
C.	93	Mamlatdar, Kalyan.
C.	94	Mamlatdar, Palghar.
C.TC.	95	Mamlatdar, Murbad.
C.	96	Mamlatdar, Shahpur.
C.TC.	97	Mahalkari, Mokhada.
C.TC.	98	Mahalkari, Thana.
C.TC.	99	Mahalkari, Umbergaon.
C.	100	Mahalkari, Vada.
C.	103	Honorary Magistrate, Chinchani, District Thana.
C.	104	Special Magistrate, 2nd Class, Kalyan.
C.	105	Collector of Ahmednagar (English Branch).
C.TC.	106	Chitnis to the Collector, Ahmednagar.
C.TC.	107	District Deputy Collector, Northern Division, Ahmednagar.
C.TC.	108	Assistant Collector, Southern Division, Ahmednagar.
C.TC.	109	Huzur Mamlatdar, Ahmednagar.
C.	110	Huzur Record Keeper, Ahmednagar.
C.	111	Mamlatdar, Ahmednagar.
C.	112	Mamlatdar, Akola.
C.TC.	113	Mamlatdar, Kopargaon.
C.	114	Mamlatdar, Newasa.
C.	115	Mamlatdar, Parner.
C.	116	Mamlatdar, Rahuri.
C.	117	Mamlatdar, Sangamner.
C.	118	Mamlatdar, Sheogaon.
C.	119	Mamlatdar, Shrigonda.
C.	120	Mahalkari, Jamkhed.
C.	121	Mahalkari, Karjat.
C.	122	Mahalkari, Pathardi.
C.	123	Special Recovery Officer, Ahmednagar.
C.	124	Special Recovery Officer, Rahuri.

	Indent No.	Name of Officer.
		LAND REVENUE—*contd.*
C.TC.	130	Collector, East Khandesh, Jalgaon.
C.TC.	131	Assistant Collector, Western Division, Jalgaon.
C.TC.	132	Prant Officer, Eastern Division, Jalgaon.
C.TC.	132A	Prant Officer, Southern Division, Jalgaon.
C.TC.	133	Huzur Mamlatdar, East Khandesh, Jalgaon.
C.	134	Mamlatdar, Amalner.
C.TC.	135	Mamlatdar, Bhusawal.
C.	136	Mamlatdar, Chalisgaon.
C.	137	Mamlatdar, Chopda.
C.TC.	138	Mamlatdar, Erandol.
C.	139	Mamlatdar, Jalgaon.
C.TC.	140	Mamlatdar, Jamner.
C.	141	Mamlatdar, Pachora.
C.TC.	142	Mamlatdar, Parola.
C.TC.	143	Mamlatdar, Raver.
C.TC.	144	Mamlatdar, Yaval.
C.	145	Mahalkari, Bhadgaon.
C.	146	Mahalkari, Edlabad.
C.	147	Special Recovery Officer, Amalner.
C.	148	Special Magistrate, First Class, Dharangaon.
C.	149	Special Magistrate, First Class, Jalgaon.
C.	150	Collector, West Khandesh, Dhulia (English Branch).
C.	151	Chitnis to the Collector, West Khandesh, Dhulia (Vernacular Branch).
C.	152	Assistant Collector, Eastern Division, Dhulia.
C.TC.	153	Assistant Collector, Western Division, Dhulia.
C.	154	Huzur Mamlatdar, West Khandesh, Dhulia.
C.	155	Mamlatdar, Dhulia.
C.	156	Mamlatdar, Nandurbar.
C.	157	Mamlatdar, Sakri.
C.TC.	158	Mamlatdar, Shahada.
C.	159	Mamlatdar, Shirpur.
C.	160	Mamlatdar, Sindkheda.
C.TC.	161	Mamlatdar, Taloda.
C.TC.	162	Mahalkari, Akrani, at Dhadgaon.
C.	163	Mahalkari, Nawapur.
C.	164	Special Recovery Officer, Nandurbar.
C.	165	Special Mahalkari for Co-operative Societies' Dues, Dhulia.
C.	166	Magistrate, Akalkuwa.
C.TC.	170	Collector of Nasik.
C.TC.	172	District Deputy Collector, Malegaon Prant, Nasik.
C.TC.	173	District Deputy Collector, Nasik Prant, Nasik.
C.	174	Huzur Mamlatdar, Nasik.
C.	175	Huzur Record Keeper, Nasik.
C.TC.	176	Mamlatdar, Baglan at Satana.
C.	177	Mamlatdar, Dindori.
C.	178	Mamlatdar, Igatpuri.
C.	179	Mamlatdar, Kalwan.
C.	180	Mamlatdar, Malegaon.
C.	181	Mamlatdar, Nandgaon.
C.	182	Mamlatdar, Nasik.
C.	183	Mamlatdar, Niphad.
C.	184	Mamlatdar, Sinnar.
C.TC.	185	Mamlatdar, Yeola.
C.TC.	186	Mahalkari, Chandor.
C.	187	Mahalkari, Peint.
C.	188	Hon. Magistrate, 2nd Class, Deolali.
C.	189	Special Recovery Officer, Nasik.
C.	190	Collector, Poona (English Office).
C.	191	Collector, Poona (Vernacular Office).
C.	192	District Deputy Collector, City Sub-Division, Poona.
C.	193	District Deputy Collector, Eastern Division, Poona.

	Indent No.	Name of Officer.
		LAND REVENUE—*contd.*
C.	194	District Deputy Collector, Western Division, Poona.
C.TC.	195	Huzur Mamlatdar, Poona.
C.	196	Mamlatdar, Bhimthadi at Baramati.
C.	197	Mamlatdar, Haveli at Poona.
C.	198	Mamlatdar, Indapur.
C.	199	Mamlatdar, Junnar.
C.	200	Mamlatdar, Khed.
C.	201	Mamlatdar, Maval at Vadgaon.
C.	202	Mamlatdar, Poona City.
C.	203	Mamlatdar, Purandhar at Saswad.
C.	204	Mahalkari, Ambegaon.
C.	205	Mahalkari, Dhond.
C.	206	Mahalkari, Mulsi at Paud.
C.	207	Mahalkari, Sirur at Ghodnadi.
C.	210	Collector, Satara (English Office).
C.TC.	211	Collector, Satara (Vernacular Office).
C.	212	Assistant Collector, Southern Division, Satara.
C.	213	Assistant Collector, Northern Division, Satara.
C.	214	District Deputy Collector, Eastern Division, Satara.
C.TC.	215	Huzur Mamlatdar, Satara.
C.	216	Mamlatdar, Javli.
C.TC.	217	Mamlatdar, Karad.
C.TC.	218	Mamlatdar, Khanapur at Vita.
C.	219	Mamlatdar, Khatav.
C.TC.	220	Mamlatdar, Koregaon.
C.	221	Mamlatdar, Man at Dahivadi.
C.TC.	222	Mamlatdar, Patan.
C.TC.	223	Mamlatdar, Satara.
C.	224	Mamlatdar, Tasgaon.
C.TC.	225	Mamlatdar, Wai.
C.TC.	226	Mamlatdar, Walwa.
C.	227	Mahalkari of Mahableshwar.
C.	228	Mahalkari of Shirala.
C.	229	Superintendent, Mahableshwar.
C.	235	Collector, Sholapur.
C.TC.	236	District Deputy Collector, Sholapur Division, Sholapur.
C.TC.	237	District Deputy Collector, Pandharpur Division, Sholapur.
C.TC.	238	Huzur Mamlatdar, Sholapur.
C.TC.	239	Mamlatdar, Barsi.
C.TC.	240	Mamlatdar, Karmala.
C.TC.	241	Mamlatdar, Madha.
C.	242	Mamlatdar, Malsiras.
C.TC.	243	Mamlatdar, Pandharpur.
C.	244	Mamlatdar, Sangola.
C.	245	Mamlatdar, Sholapur.
C.	246	Special Recovery Officer, Kurduwadi.
C.TC.	250	Collector, Belgaum.
C.TC.	251	Assistant Collector, Southern Division, Belgaum (Prant Officer).
C.TC.	252	Assistant Collector, Northern Division, Belgaum (Prant Officer).
C.TC.	253	Huzur Mamlatdar, Belgaum.
C.	254	Mamlatdar, Athani.
C.TC.	255	Mamlatdar, Belgaum.
C.TC.	256	Mamlatdar, Chikodi.
C.TC.	257	Mamlatdar, Gokak.
C.	258	Mamlatdar, Hukeri.
C.TC.	259	Mamlatdar, Khanapur.
C.TC.	260	Mamlatdar, Parasgad at Saundatti.
C.TC.	261	Mamlatdar, Sampgaon at Bailhongal.
C.TC.	262	Mahalkari, Chandgad.

Indent No.		Name of Officer.
		LAND REVENUE—*contd.*
C.	263	Special Recovery Officer, Bailhongal.
C.TC.	265	Collector, Bijapur (English Office).
C.	266	Collector, Bijapur (Vernacular Office).
C.	267	District Deputy Collector, Southern Division, Bijapur.
C.	268	District Deputy Collector, Northern Division, Bijapur.
C.TC.	269	Huzur Mamlatdar, Bijapur.
C.TC.	270	Mamlatdar, Badami.
C.TC.	271	Mamlatdar, Bagalkot.
C.TC.	272	Mamlatdar, Bagewadi.
C.	273	Mamlatdar, Bijapur.
C.	274	Mamlatdar, Hungund.
C.TC.	275	Mamlatdar, Indi.
C.TC.	276	Mamlatdar, Muddebihal.
C.TC.	277	Mamlatdar, Sindgi.
C.TC.	278	Mahalkari, Bilgi.
C.	279	Special Recovery Officer, Bagalkot.
C.	280	Special Magistrate, First Class, Bijapur.
C.TC.	285	Collector, Dharwar (English Office).
C.	286	Collector, Dharwar (Vernacular Office).
C.TC.	287	District Deputy Collector, I Division, Dharwar.
C.TC.	288	District Deputy Collector, II Division, Dharwar.
C.TC.	289	District Deputy Collector, III Division, Dharwar.
C.	290	Huzur Mamlatdar, Dharwar.
C.	291	Mamlatdar, Bankapur at Shiggon.
C.TC.	292	Mamlatdar, Dharwar.
C.TC.	293	Mamlatdar, Gadag.
C.TC.	294	Mamlatdar, Hongal.
C.	295	Mamlatdar, Haveri.
C.	296	Mamlatdar, Hubli.
C.TC.	297	Mamlatdar, Kalghatgi.
C.TC.	298	Mamlatdar, Kod at Hirekerur.
C.TC.	299	Mamlatdar, Navalgund.
C.TC.	300	Mamlatdar, Ranibennur.
C.TC.	301	Mamlatdar, Ron.
C.TC.	302	Mahalkari, Mundergi.
C.	303	Mahalkari, Nargund.
C.TC.	310	Collector of Kolaba, Alibag.
C.TC.	311	District Deputy Collector, Southern Division, Kolaba, Alibag.
C.	312	Mamlatdar, Alibag.
C.	313	Mamlatdar, Karjat.
C.	314	Mamlatdar, Mahad.
C.	315	Mamlatdar, Mangaon.
C.	316	Mamlatdar, Panvel.
C.	317	Mamlatdar, Pen.
C.TC.	318	Mamlatdar, Roha.
C.	319	Mahalkari, Uran.
C.TC.	320	Special Magistrate, Third Class, Alibag.
C.TC.	325	Settlement Commissioner and Director of Land Records, Poona.
C.	325-A	Settlement Officer, Northern Division, Kaira.
C.	325-B	Settlement Officer, Central Division, Nasik.
C.	325-C	Settlement Officer, Southern Division, Dharwar.
	325-D	Settlement Officer, Sholapur.
	325-E	Settlement Officer, Thana.
	325-F	Settlement Officer, Kanara and Dharwar.
C.	326	Assistant Commissioner in charge Alienation Office, Poona.
C.	328	Superintendent, Land Records, Northern Circle, Ahmedabad.
C.	329	District Inspector, Land Records, Ahmedabad.
C.TC.	330	Head Quarter Assistant, Central Record Office, Ahmedabad.
C.TC.	331	District Inspector, Land Records, Broach and Panch Mahals, Broach.
C.TC.	332	Assistant District Inspector, Land Records, Broach.

Indent No.		Name of Officer.
		LAND REVENUE—*contd.*
C.TC.	333	District Inspector, Land Records, Kaira.
C.TC.	334	District Inspector, Land Records, Surat.
C.TC.	335	District Inspector, Land Records, Thana.
C.	336	Head Quarter Assistant, District Survey Office, Thana.
C.	338	Superintendent, Land Records, Central Circle, Poona.
C.	340	District Inspector, Land Records, Ahmednagar.
C.	341	Head Quarter Assistant, District Survey Office, Ahmednagar.
C.	342	District Inspector, Land Records, East Khandesh, Jalgaon.
C.	343	Head Quarter Assistant, District Survey Officer, Jalgaon.
C.TC.	344	District Inspector, Land Records, West Khandesh, Dhulia.
C.	345	Head Quarter Assistant, District Survey Office, Dhulia.
C.	346	District Inspector, Land Records, Nasik.
C.	347	Head Quarter Assistant, District Survey Office, Nasik.
C.TC.	348	District Inspector, Land Records, Poona.
C.	349	Head Quarter Assistant, District Survey Office, Poona.
C.	350	District Inspector, Land Records, Satara.
C.	351	Head Quarter Assistant, District Survey Office, Satara.
C.TC.	352	District Inspector, Land Records, Sholapur.
C.	353	Head Quarter Assistant, District Survey Office, Sholapur.
C.TC.	355	Superintendent, Land Records, Sonthern Circle, Belgaum.
C.TC.	356	District Inspector, Land Records, Belgaum.
C.	357	Head Quarter Assistant, District Survey Office, Belgaum.
C.	358	District Inspector, Land Records, Bijapur.
C.	359	Head Quarter Assistant, District Survey Office, Bijapur.
C.	360	District Inspector, Land Records, Dharwar.
C.	361	Head Quarter Assistant, District Survey Office, Dharwar.
C.	362	District Inspector, Land Records, Kolaba, Alibag.
C.	363	Head Quarter Assistant, District Survey Office, Kolaba, Alibag.
C.	754	Special Land Acquisition Officer, Ahmedabad.
C.	755	Additional Special Land Acquisition Officer, Ahmedabad.
C.	756	Special Land Acquisition Officer, Poona.
	756-A	Special Land Acquisition Officer, Kalyan.
	760	Special Land Acquisition Officer, Hubli.
C.TC.	1091	Collector, Kanara, Karwar.
C.	1092	District Deputy Collector, Sirsi Division, Karwar.
C.	1093	Assistant Collector, Karwar Division, Karwar.
C.TC.	1094	Huzur Mamlatdar, Kanara, Karwar.
C.	1095	Mamlatdar, Ankola.
C.TC.	1096	Mamlatdar, Haliyal.
C.TC.	1097	Mamlatdar, Honavar.
C.	1098	Mamlatdar, Karwar.
C.	1099	Mamlatdar, Kumta.
C.	1100	Mamlatdar, Siddapur.
C.	1101	Mamlatdar, Sirsi.
C.TC.	1102	Mamlatdar, Yellapur.
C.	1103	Mahalkari, Bhatkal.
C.TC.	1104	Mahalkari, Mundgod.
C.TC.	1105	Mahalkari, Supa.
C.	1106	Forest Settlement Officer, Karwar.
C.TC.	1111	Collector, Ratnagiri.
C.TC.	1112	District Deputy Collector, Northern Division, Ratnagiri.
C.TC.	1113	District Deputy Collector, Southern Division, Ratnagiri.
C.TC.	1114	Huzur Mamlatdar, Ratnagiri.
C.TC.	1115	Mamlatdar, Chiplun.
C.TC.	1116	Mamlatdar, Dapoli.
C.TC.	1117	Mamlatdar, Deogad.
C.TC.	1118	Mamlatdar, Khed.
C.TC.	1119	Mamlatdar, Malvan.
C.TC.	1120	Mamlatdar, Rajapur.
C.TC.	1121	Mamlatdar, Ratnagiri.
C.TC.	1122	Mamlatdar, Sangmeshwar.
C.	1123	Mahalkari, Guhagar.

Indent No.		Name of Officer
		LAND REVENUE—*concld.*
C.	1124	Mahalkari, Mandangad.
C.TC.	1125	Mahalkari, Vengurla.
C.	1126	District Inspector, Land Records, Kanara, Karwar.
C.	1127	Head Quarter Assistant, District Survey Office, Kanara, Karwar.
C.	1128	District Inspector, Land Records, Ratnagiri.
C.	1129	Head Quarter Assistant, District Survey Office, Ratnagiri.
		EXCISE.
C.TC.	371	Commissioner of Excise, Bombay.
C.TC.	372	Chief Account Officer of Excise, Bombay.
C.TC.	373	Superintendent of Excise, Bombay.
C.	374	Superintendent of Excise, Ahmedabad.
C.	375	Superintendent of Excise, Kaira Division, Godhra.
C.TC.	376	Superintendent of Excise, Surat.
C.	376-A	Chief Excise Inspector, Broach Prohibition Area, Broach.
C.TC.	377	Superintendent of Excise, Thana.
C.TC.	378	Superintendent of Excise, Khandesh Division, Jalgaon.
C.TC.	379	Superintendent of Excise, Nasik.
C.TC.	380	Superintendent of Excise, Poona.
C.	381	Superintendent of Excise, Belgaum.
C.TC.	382	Superintendent of Excise, Dharwar.
C.	382-A	Chief Inspector of Excise, Karwar.
C.	382-B	Excise Assistant Inspector, Ankola.
C.	382-C	Excise Assistant Inspector, Haliyal.
C.	382-D	Excise Assistant Inspector, Honavar.
C.	382-E	Excise Assistant Inspector, Sirsi.
C.	382-F	Excise Sub-Inspector, Bhatkal.
C.	382-G	Excise Sub-Inspector, Karwar.
C.	382-H	Excise Sub-Inspector, Kumta.
C.	382-I	Excise Sub-Inspector, Mundgod.
C.	382-J	Excise Sub-Inspector, Siddapur.
C.	382-K	Excise Assistant Inspector, Supa.
C.	382-L	Excise Assistant Inspector, Yellapur.
C.	383	Inspector of Warehouses, Northern Circle, Surat.
C.	384	Inspector of Warehouses, Central Circle, Poona.
C.	385	Inspector of Warehouses, Southern Circle, Belgaum.
C.	386	Superintendent, Government Central Distillery, Nasik.
C.	387	Chief Supervisor, Prohibition Department, Ahmedabad.
C.	388	Chairman, Prohibition Research Advisory Board, Ahmedabad.
C.	389	Assistant Secretary, Prohibition Propaganda and Vigilance Board, Bombay.
C.	390-A	Employment Officer, Bombay.
C.	1131	Superintendent of Excise, Ratnagiri.
		STAMPS.
C.TC.	391	Superintendent of Stamps, Bombay.
C.	392	Huzur Mamlatdar in charge Stamps, Ahmedabad.
C.	393	Huzur Mamlatdar in charge Stamps, Surat.
		FOREST.
C.TC.	401	Chief Conservator of Forests, Bombay Province, Poona.
C.TC.	402	Conservator of Forests, Northern Circle, Nasik.
C.TC.	403	Conservator of Forests, Central Circle, Poona.
C.TC.	404	Conservator of Forests, Southern Circle, Belgaum.
C.	405	Deputy Conservator of Forests for organization of war supplies, Southern Circle, Dharwar.
TC.	405-A	Divisional Forest Officer, Working Plans, Northern Circle, Nasik.
C.	406	Divisional Forest Officer, Working Plans, Central Circle, Poona.
C.	407	Divisional Forest Officer, Working Plans, Southern Circle, Belgaum.

	Indent No.	Name of Officer.
		FOREST—*contd.*
C.TC.	408	Divisional Forest Officer, Panch Mahals, Godhra.
C.TC.	409	Sub-Divisional Forest Officer, Surat.
C.	410	Divisional Forest Officer, East Thana, Nasik.
C.TC.	411	Divisional Forest Officer, North Thana, Nasik.
C.TC.	412	Divisional Forest Officer, West Thana, Thana.
C.TC.	413	Divisional Forest Officer, East Khandesh, Jalgaon.
C.	414	Sub-Divisional Forest Officer, West Khandesh, Dhulia.
C.	415	Divisional Forest Officer, West Khandesh, Dhulia.
C.TC.	416	Divisional Forest Officer, East Nasik, Nasik.
C.	417	Divisional Forest Officer, West Nasik, Nasik.
C.TC.	418	Divisional Forest Officer, Poona.
C.	419	Sub-Divisional Forest Officer, Satara.
C.	420	Divisional Forest Officer, Belgaum.
C.TC.	421	Divisional Forest Officer, Dharwar and Bijapur, Dharwar.
C.TC.	422	Divisional Forest Officer, Northern Division, Kanara, Dharwar.
C.	423	Divisional Forest Officer, Eastern Division, Kanara, Dharwar.
C.TC.	424	Divisional Forest Officer, Kolaba, Alibag.
C.	425	Forest Engineer, Southern Division, Belgaum.
C.	428	Forest Utilization Officer, Bombay Province, Poona.
C.	429	Silviculturist to Government of Bombay, Poona.
C.TC.	1132	Divisional Forest Officer, Western Division, Kanara, Karwar.
		REGISTRATION.
C.	431	Inspector General of Registration, Bombay Province, Poona.
C.	432	Manager, Government Photo Registry, Poona.
C.	433	Inspector of Registration, I Division, Surat.
C.	434	Inspector of Registration, II Division, Nasik.
C.	435	Inspector of Registration, III Division, Poona.
C.	436	Inspector of Registration, IV Division, Dharwar.
C.TC.	437	Sub-Registrar, Bombay.
C.	438	District Registrar, Bombay Suburban Division, Bandra.
C.	439	District Registrar, Ahmedabad.
C.TC.	440	District Registrar, Broach.
C.TC.	441	District Registrar, Kaira.
C.TC.	442	District Registrar, Panch Mahals, Godhra.
C.TC.	443	District Registrar, Surat.
C.TC.	444	District Registrar, Thana.
C.	445	District Registrar, Ahmednagar.
C.	446	District Registrar, East Khandesh, Jalgaon.
C.	447	District Registrar, West Khandesh, Dhulia.
C.	448	District Registrar, Nasik.
C.TC.	449	District Registrar, Poona.
C.	450	District Registrar, Satara.
C.	451	District Registrar, Sholapur
C.TC.	452	District Registrar, Belgaum.
C.	453	District Registrar, Bijapur.
C.TC.	454	District Registrar, Dharwar.
C.	455	District Registrar, Kolaba, Alibag.
C.TC.	1133	District Registrar, Kanara, Karwar.
C.	1134	District Registrar, Ratnagiri.
		AGRICULTURE.
C.	461	Director of Agriculture, Bombay Province, Poona.
C.	462	Deputy Director of Agriculture, Northern Division, Surat.
C	464	Deputy Director of Agriculture, Central Division, Poona.
C.TC.	465	Deputy Director of Agriculture, Southern Division, Dharwar.
C.	469	District Agricultural Officer, Kolaba, Alibag.
C.	471	Divisional Superintendent of Agriculture, Deccan Canals, Ahmednagar.
C.TC.	472	Agricultural Chemist to Government, Poona.
C.	473	Agricultural Engineer to Government, Poona.
C.	474	Crop Botanist to Government of Bombay, Poona.

	Indent No.	Name of Officer.
		AGRICULTURE—*contd.*
C.	475	Economic Botanist to Government, Poona.
C.TC.	476	Horticulturist to Government, Poona.
C.	477	Live Stock Expert to Government, Poona.
C.	477-A	Manager, Poultry Farm, Kirkee.
C.	477-B	Manager, Poultry Farm, Dharwar.
C.	477-C	Manager, Poultry Farm, Dhulia.
C.	477-D	Joint Honorary Secretary, Provincial Fodder and Grazing Committee, Poona.
	477-E	Agricultural Assistant in charge Government Cattle Breeding Farm, Tegur, District Dharwar.
C.	478	Plant Pathologist to Government Poona.
C.	479	Superintendent, Ganeshkhind Fruit Experimental Station, Kirkee.
C.TC.	480	Principal, Agricultural College, Poona.
C.TC.	481	Professor of Agriculture, Agricultural College, Poona.
C.TC.	482	Professor of Agriculture, Agricultural Branch, Agricultural College, Poona.
C.	483	Professor of Agricultural Economics, Agricultural College, Poona.
C.TC.	484	Professor of Agricultural Engineering, Physics and Mathematics, Agricultural College, Poona.
C.TC.	485	Professor of Entomology, Agricultural College, Poona.
C.	486	Agricultural Officer, Modibag Agricultural College, Poona.
C.TC.	487	Head Master, Marathi Agricultural Schools, Dhulia.
C.TC.	488	Head Master, Marathi Agricultural Schools, Devihosur, District Dharwar.
C.	489	Cotton Breeder, North Gujarat, Viramgam.
C.TC.	490	Cotton Breeder, South Gujarat, Surat.
C.TC.	492	Cotton Breeder, S. M. C., Dharwar.
C.	493	Cotton Superintendent, Surat.
C.TC.	494	Cotton Superintendent, S. M. C., Dharwar.
C.	495	Tobacco Breeder, Nadiad.
C.TC.	497	Superintendent, Agricultural Research Station, Dohad.
C.TC.	498	Superintendent, Agricultural Station, Surat.
C.TC.	499	Superintendent, Agricultural Station, Kopergaon.
C.TC.	500	Superintendent, Jalgaon Farm, Jalgaon.
C.	501	Superintendent, Arbhavi Farm, Arbhavi, District Belgaum.
C.TC.	502	Superintendent, Dharwar Farm, Dharwar.
C.	503	Rice Breeder, Mugod, District Dharwar.
C.	504	Agricultural Overseer, Bassein.
C.TC.	505	Manager, Agricultural College Dairy, Kirkee.
C.TC.	507	Manager, Cattle Breeding Farm, Bankapur.
C.	511	Tobacco Breeder, Nipani.
C.	512	Forestry Instructor, College of Agriculture, Poona.
C.	513	Chief Marketing Officer, Bombay Province, Bombay.
C.	514	Superintendent, Mohol Farm, Mohol, District Sholapur.
C.	515	Bunding Officer, Southern Division, Bijapur.
C.TC.	515A	Bunding Officer, Southern Division, Yeola
C.TC.	516	Director of Veterinary Services, Bombay Province, Poona.
C.TC.	517	Principal, Veterinary College, Bombay.
C.	518	Veterinary Investigation Officer, Parel, Bombay.
C.TC.	520-A	Assistant Registrar, Co-operative Societies, Belgaum.
C.	520-B	Assistant Registrar, Co-operative Societies, Surat.
C.	520-C	Assistant Registrar, Co-operative Societies, Jalgaon.
C.	521	Registrar, Co-operative Societies, and Director of Rural Development, Bombay Province, Poona.
C.	522	Assistant Registrar, Co-operative Societies and Rural Development Officer, Bombay Division, Bombay.
C.TC.	523	Assistant Registrar, Co-operative Societies, and Rural Development Officer, Northern Division, Ahmedabad.
C.TC.	524	Assistant Registrar, Co-opeative Societies and Rural Development Officer, Khandesh Division, Dhulia.

	Indent No.	Name of Officer.
		AGRICULTURE—*contd.*
C.	525	Assistant Registrar, Co-operative Societies and Rural Development Officer, Central Division, Poona.
C.	526	Assistant Registrar, Co-operative Societies, and Manager, Provincial Land Mortgage Bank, Bombay.
C.TC.	527	Assistant Registrar, Co-operative Societies, Southern Division, Dharwar.
C.	528	Assistant Registrar, Co-operative Societies, Training and Education, Poona.
C.	529	Special Auditor, Co-operative Societies, Bombay.
C.	530	Special Auditor, Co-operative Societies, Northern Division, Ahmedabad.
C.TC.	531	Special Auditor, Co-operative Societies, Dharwar.
C.	531-A	Special Liquidator, The Dharwar Urban Co-operative Bank, Ltd., Dharwar.
C.	532	Special Auditor, Co-operative Societies, Poona.
C.	533	Auditor, Co-operative Societies, Bombay South, Bombay.
C.	533-A	Sub-Auditor, Co-operative Societies, Thana.
C.	534	Auditor, Co-operative Societies, Bombay North, Bombay.
C.	534-A	Sub-Auditor, Co-operative Societies, Bombay.
C.	535	Auditor, Co-operative Societies, Ahmedabad.
C.	535-A	Sub-Auditor, Co-operative Societies, Ahmedabad.
C.	536	Auditor, Co-operative Societies, Broach.
C.	536-A	Sub-Auditor, Co-operative Societies, Broach.
C.	537	Sub-Auditor, Co-operative Societies, Nadiad.
C.	537-A	The Special Supervision Officer, Co-operative Societies, Dohad.
C.	538	Auditor, Co-operative Societies, Panch Mahals, Godhra.
C.	538-A	The Reconstruction Officer, Co-operative Societies, Pakhajan (District Broach and Panch Mahals).
C.	539	Auditor, Co-operative Societies, Surat.
C.	539-A	Sub-Auditor, Co-operative Societies, Surat.
C.	539-B	Auditor, Co-operative Societies and Reconstruction Officer, Nadiad.
C.	540	Auditor, Co-operative Societies, Ahmednagar.
C.	540 A	Sub-Auditor, Co-operative Societies, Ahmednagar.
C.	541	Auditor, Co-operative Societies, Jalgaon.
C.	541-A	Sub-Auditor, Co-operative Societies, Jalgaon.
C.	542	Sub-Auditor, Co-operative Societies, Amalner.
C.	543	Sub-Auditor, Co-operative Societies, Pachora.
C.	544	Auditor, Co-operative Societies, Dhulia.
C.	544-A	Sub-Auditor, Co-operative Societies, Dhulia.
C.	544-B	Sub-Auditor, Co-operative Societies, Backward Area, Taloda.
C.	545	Sub-Auditor, Co-operative Societies, Nandurbar.
C.	546	Sub-Auditor, Co-operative Societies, Nasik.
C.	547	Sub-Auditor, Co-operative Societies, Malegaon.
C.	548	Sub-Auditor, Co-operative Societies, Poona.
C.	549	Sub-Auditor, Co-operative Societies, Baramati.
C.	549-A	Sub-Auditor, Co-operative Societies, Indapur Division, Baramati.
C.	550	Auditor, Co-operative Societies, Poona.
C.	551	Auditor, Co-operative Societies, Satara.
C.	552	Sub-Auditor, Co-operative Societies, Islampur.
C.	553	Auditor, Co-operative Societies, Sholapur.
C.	553-A	Sub-Auditor, Co-operative Societies, Sholapur.
C.	554	Auditor, Co-operative Societies, Belgaum.
C.	554-A	Sub-Auditor, Co-operative Societies, Belgaum.
C.TC.	555	Sub-Auditor, Co-operative Societies, Chikodi.
C.	556	Auditor, Co-operative Societies, Bijapur.
C.	556-A	Sub-Auditor, Co-operative Societies, Bijapur.
C.	557	Auditor, Co-operative Societies, Dharwar.
C.	557-A	Sub-Auditor, Co-operative Societies, Navalgund.
C.	558	Auditor, Co-operative Societies, Haveri.
C.	558-A	Sub-Auditor, Co-operative Societies, Haveri.

	Indent No.	Name of Officer.
		AGRICULTURE—*contd.*
C.	558-B	Sub-Auditor, Co-operative Societies, Gadag.
C.TC.	559	Auditor, Co-operative Societies, Gadag.
C.	559-A	Sub-Auditor, Co-operative Societies, Pen.
C.	560	Additional Special Auditor, Co-operative Societies, Bombay.
C.	560-A	Auditor, Co-operative Societies and Reconstruction Officer, Nasik.
C.	560-B	Sub-Auditor, Co-operative Societies, Niphad.
C.	560-C	Sub-Auditor, Co-operative Societies, Satana.
C.	560-D	Sub-Auditor, Co-operative Societies, Bulsar.
C.	560-E	Sub-Auditor, Co-operative Societies, Ranibennur.
C.	560-F	Sub-Auditor, Co-operative Societies, Niphad.
C.	560-G	Sub-Auditor, Co-operative Societies, Huli.
C.	560-H	Sub-Auditor, Co-operative Societies, Jambusar.
C.	560-J	Sub-Auditor, Co-operative Societies, Anand.
C.	560-K	Sub-Auditor, Co-operative Societies, Erandol.
C.	560-L	Sub-Auditor, Co-operative Societies, Bailhongal.
C.	560-M	Sub-Auditor, Co-operative Societies, Vita.
C.	560-N	Sub-Auditor, Co-operative Societies, Pandharpur.
C.	560-O	Sub-Auditor, Co-operative Societies, Bhusawal.
C.	560-P	Sub-Auditor, Co-operative Societies, Barsi.
C.	560-Q	Sub-Auditor, Co-operative Societies, Yawal.
C.	560-R	Sub-Auditor, Co-operative Societies, Shirpur.
C.	560-S	Sub-Auditor, Co-operative Societies, Karad.
C.	560-T	Sub-Auditor, Co-operative Societies, Bagalkot.
C.	560-U	Sub-Auditor, Co-operative Societies, Chalisgaon.
C.	560-V	Sub-Auditor, Co-operative Societies, Taloda.
C.	560-W	Sub-Auditor, Co-operative Societies, Palghar.
C.	560-X	Sub-Auditor, Co-operative Societies, Kalol.
C.	560-Y	Sub-Auditor, Co-operative Societies, Khed (District Poona).
C.	560-Z	Sub-Auditor, Co-operative Societies, Satara.
C.	1135	District Agricultural Officer, Ratnagiri.
C.	1136	Superintendent, Ratnagiri Farm, Ratnagiri.
C.TC.	1137	Superintendent, Agricultural Farm, Kumta.
C.TC.	1138	Auditor, Co-operative Societies, Kumta.
C.TC.	1138-A	Sub-Auditor, Co-operative Societies, Kumta.
C.	1139	Auditor, Co-operative Societies, Ratnagiri.
C.	1801	District Agricultural Officer, Ahmedabad.
C.	1802	Rural Development Inspector, Dholka.
C.	1803	Rural Development Inspector, Viramgam.
C.	1804	Rural Development Inspector, Anand.
C.	1805	Rural Development Inspector, Mehmedabad.
C.	1806	Rural Development Inspector, Godhra.
C.	1807	District Co-operative Officer, Broach.
C.	1808	Rural Development Inspector, Ankleshwar.
C.	1809	Rural Development Inspector, Sayan (Surat).
C.	1810	Rural Development Inspector, Bulsar.
C.	1811	Rural Development Inspector, Vijapur (Surat).
C.	1812	Rural Development Inspector, Bassein.
C.	1813	Agricultural Officer, West Khandesh, Dhulia.
C.	1814	Rural Development Inspector, Badlapur.
C.	1815	District Agricultural Officer, Ahmednagar.
C.	1816	Rural Development Inspector, Ahmednagar.
C.	1817	Rural Development Inspector, Kopargaon.
C.	1818	Rural Development Inspector, Belapur Road.
C.	1819	Rural Development Inspector, Jalgaon.
C.	1819-A	District Agricultural Officer, East Khandesh, Jalgaon.
C.	1820	Rural Development Inspector, Bhusawal.
C.	1821	District Co-operative Officer, Dhulia.
C.	1822	Rural Development Inspector, Nandurbar (West Khandesh).
C.	1823	Rural Development Inspector, Nasik.
	1823-A	District Agricultural Officer, Nasik.
C.	1824	Rural Development Officer, Yeola.

	Indent No.	Name of Officer.
		AGRICULTURE—*contd.*
C.	1825	Rural Development Officer, Malegaon.
C.	1826	District Co-operative Officer, Poona, Western Division.
C.	1826-A	District Agricultural Officer, Poona.
C.	1827	Rural Development Inspector, Baramati.
C.	1828	District Agricultural Officer, Satara.
C.	1829	Rural Development Inspector, Karad.
C.	1830	Rural Development Inspector, Sholapur.
C.	1831	District Agricultural Officer, Sholapur.
C.	1832	District Co-operative Officer, Belgaum.
	1832-A	District Agricultural Officer, Belgaum.
C.	1833	Rural Development Inspector, Chikodi.
C.	1834	District Co-operative Officer, Bijapur.
	1834-A	District Agricultural Officer, Bijapur.
C.	1836	District Agricultural Officer, Dharwar.
C.	1836-A	Agricultural Officer in charge, Shikar Works, Dharwar.
C.	1837	Rural Development Inspector, Gadag.
C.	1838	Rural Development Inspector, Hubli.
C.	1839	District Agricultural Officer, Kanara, Karwar.
	1839-A	Rural Development Inspector, Karwar.
C.	1840	District Co-operative Officer, Kumta.
C.	1841	Rural Development Inspector, Haliyal.
C.	1842	Rural Development Inspector, Northern Division, Ratnagiri.
C.	1842-A	Rural Development Inspector, Southern Division, Ratnagiri.
C.	1843	Rural Development Inspector, Haveri.
C.	1844	Rural Development Inspector, Thana and Bombay Suburban District, Bombay.
C.	1845	Embankment Officer, Bijapur.
C.	1846	District Co-operative Officer, Satara.
C.	1847	Rural Development Inspector, Pandharpur.
C.	1848	District Agricultural Officer, Surat.
C.	1849	Rural Development Inspector, Kolaba, Alibag.
C.	1850	Rural Development Inspector, Panvel.
C.	1851	Rural Development Inspector, for Bunding Works, Ahmedabad Division, Dohad.
C.	1852	Bunding Supervisor, Bombay Province, Poona.
C.	1853	District Agricultural Officer, Kaira.
C.	1854	Rural Development Inspector, Sirsi (Northern Kanara).
C.TC.	1861	Marketing Inspector, Ahmedabad.
C.	1862	Marketing Inspector, Jalgaon.
C.	1863	Marketing Inspector, Dhulia.
C.	1864	Marketing Inspector, Sholapur.
C.	1865	Marketing Inspector, Surat.
C.	1866	Marketing Inspector, Poona.
	1867	Marketing Inspector, Dharwar.
C.	1868	Marketing Inspector, Belgaum.
	1869	Marketing Inspector, Nasik.
	1870	Marketing Inspector, Bombay.
C.	1871	Superintendent, Rural Assistants' Training Centre, Dhulia.
C.	1872	Superintendent, Rural Assistants' Training Centre, Manjri.
C.	1873	Superintendent, Rural Assistants' Training Centre, Devihosar.
C.	1874	Superintendent, Rural Assistant's Training Centre, Broach.
	1881	District Co-operative Officer, Bombay.
	1882	District Co-operative Officer, Thana.
	1883	District Co-operative Officer, Ahmedabad.
	1884	District Co-operative Officer, Surat.
	1885	District Co-operative Officer, Ahmednagar.
	1886	District Co-operative Officer, Jalgaon.
	1887	District Co-operative Officer, Sholapur.
	1888	District Co-operative Officer, Dharwar.
	1889	District Co-operative Officer, Karwar.
	1890	District Co-operative Officer, Ratnagiri.

	Indent No.	Name of Officer.
		CIVIL WORKS.
C.TC.	8	Manager, Development Department Chawls, Worli, Bombay.
C.	562	Electrical Engineer to Government, Public Works Department, Bombay.
C.TC.	563	Executive Engineer, Electrical Division, Public Works Department, Bombay.
C.TC.	564	Superintending Engineer, Northern Circle, Bombay.
C.TC.	565	Executive Engineer, Presidency Division, Bombay.
C.	566	Executive Engineer, Ahmedabad Division, Ahmedabad.
C.TC.	567	Executive Engineer, Kaira and Panch Mahals, Kaira.
C.TC.	568	Executive Engineer, Surat and Broach Division, Surat.
C.	569	Executive Engineer, Thana Division, Thana.
C.TC.	571	Superintending Engineer, Central Circle, Poona.
C.	572	Executive Engineer, Ahmednagar Division, Ahmednagar.
C.	573	Executive Engineer, Khandesh Division, Dhulia.
C.	574	Executive Engineer, Nasik Division, Nasik.
C.	575	Executive Engineer, Poona Division, Poona.
C.	576	Sub-Divisional Officer, Poona Water Works Division, Poona.
C.TC.	577	Executive Engineer, Satara Division, Satara.
C.TC.	578	Executive Engineer, Sholapur Division, Sholapur.
C.	581	Superintending Engineer, Southern Circle, Belgaum.
C.TC.	582	Executive Engineer, Belgaum Division, Belgaum.
C.	583	Executive Engineer, Dharwar Division, Dharwar.
C.	584	Executive Engineer, Bijapur Division, Bijapur.
C.TC.	586	Superintending Engineer, Deccan Irrigation Circle, Poona.
C.TC.	587	Executive Engineer, Poona Irrigation and Research Division, Poona.
C.TC.	589	Executive Engineer, Nasik Irrigation Division, Nasik.
C.TC.	590	Executive Engineer, Nira Canals Division, Poona.
C.TC.	1140	Executive Engineer, Kanara Division, Karwar.
C.	1141	Executive Engineer, Ratnagiri Division, Ratnagiri.
		EDUCATION.
C.TC.	601	Director of Public Instruction, Poona.
C.	602	Educational Inspector, Bombay Division, Bombay.
C.	602-A	Assistant Educational Inspector, Bombay Division, Bombay.
C.TC.	603	Educational Inspector, Northern Division, Ahmedabad.
C.TC.	603-A	Assistant Educational Inspector, Northern Division, Ahmedabad.
C.TC.	604	Educational Inspector, Central Division, Poona.
C.TC.	605	Educational Inspector, Southern Division, Dharwar.
C.	605-A	Assistant Educational Inspector, Southern Division, Dharwar.
C.	606	Assistant Educational Inspector, Central Division, Poona.
C.	607	Deputy Educational Inspector, Urdu Schools, Bombay Division, Bombay.
C.	608	Deputy Educational Inspector, Urdu Schools, Northern Division, Ahmedabad.
C.	609	Deputy Educational Inspector, Urdu Schools, Central Division, Poona.
C.	610	Deputy Educational Inspector, Urdu Schools, Southern Division, Dharwar.
C.	611	Deputy Educational Inspector for Visual Instruction, Bombay.
C.TC.	612	Deputy Educational Inspector, Ahmedabad.
C.	613	Deputy Educational Inspector, Broach.
C.	614	Deputy Educational Inspector, Kaira S. D., Nadiad.
C.TC.	615	Deputy Educational Inspector, Panch Mahals, Godhra.
C.TC.	616	Deputy Educational Inspector, Surat S. D.
C.	617	Deputy Educational Inspector, Thana.
C.	618	Deputy Educational Inspector, Ahmednagar.
C.	619	Deputy Educational Inspector, East Khandesh, Jalgaon.
C.	620	Deputy Educational Inspector, West Khandesh, Dhulia.
C.	621	Deputy Educational Inspector, Nasik.
C.	622	Deputy Educational Inspector, Poona.

	Indent No.	Name of Officer.
		EDUCATION—*contd.*
C.	623	Deputy Educational Inspector, Satara.
C.	624	Deputy Educational Inspector, Sholapur.
C.TC.	625	Deputy Educational Inspector, Belgaum.
C.	626	Deputy Educational Inspector, Bijapur.
C.	627	Deputy Educational Inspector, Dharwar.
C.	628	Deputy Educational Inspector, Kolaba, Alibag.
C.	629	Inspector of Drawing and Craftwork, Bombay.
C.	630	Inspector of European Schools, Bombay Presidency, Poona.
C.	631	Inspectress of Girls' Schools, Bombay Division, Bombay.
C.	632	Inspectress of Girls' Schools, Central Division, Poona.
C.	633	Inspectress of Urdu Girls' Schools, Central Division and Bombay Division, Poona.
C.TC.	634	Assistant Inspectress of Girls' Schools, Northern Division, Ahmedabad.
C.TC.	634-A	Assistant Inspectress of Girls' Schools, Southern Division, Dharwar.
C.	635	Principal, Elphinstone College, Bombay.
C.	636	Principal, Sydenham College of Commerce and Economics, Bombay.
C.TC.	637	Principal, Secondary Training College, Bombay.
C.	638	Principal, Government Law College, Bombay.
C.TC.	639	Principal, Royal Institute of Science, Bombay.
C.	640	Principal, Ismail College, Andheri.
C.	641	Principal, Gujarat College, Ahmedabad.
C.TC.	642	Principal, College of Engineering, Poona.
C.	643	Principal, Karnátak College, Dharwar.
C.	644	Principal, Training College for Men, Dhulia.
C.TC.	645	Principal, Training College for Men, Poona.
C.	646	Director, Sir J. J. School of Art, Bombay.
C.TC.	647	Lady Superintendent, Mahalaxmi Training College for Women Ahmedabad.
C.	647-A	Lady Superintendent, Training College for Women, Nasik.
C.	648	Lady Superintendent, Training College for Women, Poona.
C.TC.	649	Lady Superintendent, Training College for Women, Dharwar.
C.TC.	650	Lady Superintendent, Urdu Training College for Women, Poona.
C.TC.	651	Head Master, Elphinstone High School, Bombay.
C.TC.	652	Head Master, P. R. Training College for Men, Ahmedabad.
C.TC.	653	Head Master, R. C. High School, Ahmedabad.
C.	654	Head Master, Government Middle School, Ahmedabad.
C.	655	Head Master, R. S. Dalal High School, Broach.
C.TC.	656	Head Master, Government High School, Nadiad.
C.TC.	657	Head Master, Telang High School, Godhra.
C.	658	Head Master, Sorabji J. J. Training College, Surat.
C.	658-A	Head Master, Basic Training Centre, Katargaon, district Surat.
C.	659	Head Master, B. J. High School, Thana.
C.	660	Head Master, G. S. High School, Jalgaon.
C.	661	Head Master, Garud High School, Dhulia.
C.TC.	663	Head Master, Government High School, Satara.
C.	664	Head Master, Northcote High School, Sholapur.
C.TC.	665	Head Master, Sardar's High School, Belgaum.
C.	666	Head Master, Government High School, Bijapur.
C.	667	Head Mistress, A. K. Girls' High School, Dharwar.
C.	667-A	Head Master, Basic Training Centre, Dharwar.
C.	668	Head Master, Anglo-Urdu High School, Poona.
C.	669	Head Master, Anglo-Urdu High School, Hubli.
C.	670	Head Master, Anglo-Urdu High School, Nasik.
C.	671	Head Master, Anglo-Urdu High School, Sholapur.
C.	672	Head Master, Central Urdu School, Bordi.
C.	673	Head Master, Central Urdu School, Vahur, district Kolaba.
C.	674	Head Master, Urdu Training College for Men, Ahmedabad.

	Indent No.	Name of Officer.
		EDUCATION—*contd.*
C.	675	Head Master, Urdu Training School, Poona.
C.	676	Head Master, Government Training College, Bordi.
C.	677	Head Master, Basic Training Centre, Loni.
C.TC.	678	Principal, Training College for Men, Dharwar.
C.TC.	678-A	Head Mistress, Government A.-V. Girls' High School, Dharwar.
C.	679	Head Mistress, Government Girls' High School, Ahmedabad.
C.	680	Head Mistress, Government Girls' High School, Thana.
C.	681	Head Mistress, Government A.-M. School for Girls, Ahmednagar.
C.	682	Lady Superintendent, Government Girls' High School, Nasik.
C.	683	Head Mistress, A.-K. Girls' School, Bijapur.
C.TC.	684	Head Mistress, Anglo-Urdu Girls' High School, Poona.
C.	685	Chairman, Board of Physical Education, Bombay.
C.	686	Principal, Training Institute for Physical Education, Kandivli.
C.	687	Chairman, Provincial Board of Adult Education, Poona.
C.	688	Special Officer for Basic Education, Poona.
C.	689	Special Officer at Deccan College, Poona.
C.	690	Principal, Secondary Teachers' Training College, Belgaum.
C.	690-A	Chairman, Provincial Board for Education in Hindustani, Poona.
C.	690-B	Head Master, Basic Urdu Training Centre, Jalgaon.
C.	690-C	Director of Kannada Research and Secretary, Board for Research in Kannada Literature, Dharwar.
C.	690-D	Special Literacy Officer and Secretary, Adult Education Committee, Bombay.
C.	690-E	Secretary, Provincial Board of Primary Education, Poona.
C.	690-F	Secretary, Board of Secondary Education, Poona.
C.	1142	Deputy Educational Inspector, Kanara, Karwar.
C.	1143	Deputy Educational Inspector, Ratnagiri.
C.	1144	Head Master, Government High School, Karwar.
C.	1145	Head Master, Training College for Men, Ratnagiri.
C.	1146	Head Master, Central Urdu School, Ratnagiri.
		MEDICAL.
C.	691	Surgeon General with the Government of Bombay, Bombay.
C.	692	Chemical Analyser to the Government of Bombay, Bombay.
C.	693	Presidency Surgeon, Bombay.
C.	694	Ophthalmic Surgeon, Bombay.
C.	695	Superintendent, J. J. Hospital, Bombay.
C.	696	Superintendent, St. George's Hospital, Bombay.
C.	697	Superintendent, G. T. Hospital, Bombay.
C.	698	Superintendent, Bai Motlibai and Petit Hospitals, Bombay.
C.	699	Superintendent, B. J. Hospital for Children, Bombay.
C.	700	Principal, Grant Medical College, Bombay.
C.	701	Principal, Rambilas Anandilal Podar Ayurvedic College, Bombay.
C.	702	Medical Officer in charge, Cama and Albless Hospitals, Bombay.
C.	703	Superintendent, J. J. Group of Hospitals, Bombay.
C.	704	Sir Currimbhoy Ebrahim Dental School and Hospital, Bombay.
C.	706	Civil Surgeon, Ahmedabad.
C.	707	Civil Surgeon, Broach and Panch Mahals, Broach.
C.	708	Civil Surgeon, Kaira.
C.	709	Medical Officer in charge Civil Hospital, Godhra.
C.	710	Civil Surgeon, Surat.
C.	711	Civil Surgeon, Thana and Bombay Suburban District, Thana.
C.	712	Civil Surgeon, Ahmednagar.
C.	713	Civil Surgeon, East Khandesh, Jalgaon.
C.	714	Civil Surgeon, West Khandesh, Dhulia.
C.	715	Civil Surgeon, Nasik.
C.	716	Civil Surgeon, Poona.

	Indent No.	Name of Officer.
		MEDICAL—*contd.*
C.	717	Civil Surgeon, Satara.
C.	718	Civil Surgeon, Mahableshwar.
C.	719	Civil Surgeon, Sholapur.
C.TC.	720	Civil Surgeon, Belgaum.
C.TC.	721	Civil Surgeon, Bijapur.
C.	722	Civil Surgeon, Dharwar.
C.	723	Civil Surgeon, Kolaba, Alibag.
C.	724	Superintendent, B. J. Medical School, Ahmedabad.
C.	725	Superintendent, Mental Hospital, Ahmedabad.
C.	726	Superintendent, Leper Asylum, Ahmedabad.
C.	727	Superintendent, Mental Hospital, Thana.
C.	728	Superintendent, B. J. Medical School, Poona.
C.	729	Superintendent, Mental Hospital, Yeravda.
C.	730	Superintendent, Mental Hospital, Dharwar.
C.	731	Medical Officer in charge, Dhadgaon Dispensary, Dhadgaon.
C.	732	Medical Officer in charge, Khandala Dispensary, Khandala.
C.	733	Medical Officer in charge, Peint Dispensary, Peint.
C.	734	Medical Officer in charge, K.B. P. S. Dispensary, Poona.
C.	735	Special Leprosy Officer, Bombay Presidency, Bombay.
C.TC.	1147	Civil Surgeon, Kanara, Karwar.
C.TC.	1148	Civil Surgeon, Ratnagiri.
C.	1149	Superintendent, Mental Hospital, Ratnagiri.
		PUBLIC HEALTH.
C.	741	Director of Public Health for the Government of Bombay, Poona.
C.	741-A	Epidemic Medical Officer, Kaira.
C.	741-B	Epidemic Medical Officer, Ahmednagar.
C.	741-C	Epidemic Medical Officer, East Khandesh, Jalgaon.
C.	741-D	Epidemic Medical Officer, West Khandesh, Dhulia.
C.	741-E	Epidemic Medical Officer, Nasik.
C.	741-F	Epidemic Medical Officer, Poona.
C.	741-G	Epidemic Medical Officer, Sholapur.
C.	741-H	Epidemic Medical Officer, Belgaum.
C.	741-I	Epidemic Medical Officer, Bijapur.
C.	741-J	Epidemic Medical Officer, Kanara, Karwar.
C.TC.	742	Assistant Director of Public Health, N. R. D., Ahmedabad.
C.	743	Assistant Director of Public Health, C. R. D., Poona.
C.	744	Assistant Director of Public Health, S. R. D., Belgaum.
C.	745	Director, Haffkine Institute, Bombay.
C.	746	Assistant Director of Public Health in charge, Vaccine Institute, Belgaum.
C.	747	Assistant Director of Public Health in charge, Public Health Laboratory, Poona.
C.TC.	749	Consulting Public Health Engineer to Government, Poona.
C.TC.	751	Consulting Surveyor to the Government of Bombay, Poona.
C.	752	Assistant Consulting Surveyor to the Government of Bombay, Bombay.
C.	753	Assistant Consulting Surveyor to the Government of Bombay, Ahmedabad.
C.	757	Medical Officer in charge. Sirur Health Unit, Poona.
C.	758	Officer-in-Charge, Plague Recrudesence Inquiry in Sholapur and Adjoining Districts, Barsi.
	759	District Health Officer, Bijapur.
		MISCELLANEOUS.
C.TC.	761	Chief Inspector of Steam Boilers and Smoke Nuisances, Bombay.
C.	762	Chief Inspector of Factories, Bombay.

	Indent No.	Name of Officer.
		MISCELLANEOUS—*contd.*
C.TC.	762-A	Senior Inspector of Factories, Ahmedabad.
C.	762-B	Junior Inspector of Factories, Poona.
C.	763	Commissioner, Workmens' Compensation, Bombay.
C.	764	Superintendent of Excise in Charge, Tobacco Department, Bombay.
C.	764-A	Excise Inspector, Tobacco Department, Ahmedabad.
	764-B	Excise Assistant Inspector, Tobacco Department, Sholapur.
	764-C	Excise Assistant Inspector, Tobacco Department, Thana.
C.TC.	765	Director of Industries, Bombay.
C.	765-A	Warden, Weights and Measures, C/o Director of Industries, Bombay.
C.	765-B	Inspector of Fisheries, Malvan.
C.	765-C	Village Industries Experimental Workshop, Poona.
C.	765-D	Government Sales Depot, Bombay.
	765-E	District Industrial Officer, Surat.
	765-F	District Industrial Officer, Belgaum.
	765-G	District Industrial Officer, Nasik.
C.	766	Principal, R. C. Technical Institute, Ahmedabad.
C.TC.	767	Superintendent, Industrial School. Yeravda.
C.	767-A	Superintendent, Government Industrial Training Workshop, Ahmedabad.
C.TC.	768	Superintendent, Government Hostel for Backward Classes, Poona.
C.	769	Electrical Engineer to Government, Public Works Department, Bombay.
	771	Senior Inspector of Weights and Measures, Bombay City.
	772	Inspector of Weights and Measures, Standard Laboratory, Bombay.
	773	Inspector of Weights and Measures, Bombay City, 'A' Division.
	774	Inspector of Weights and Measures, Bombay City, 'B' Division.
	774-A	Inspector of Weights and Measures, Bombay City, 'C' Division.
	775	Inspector of Weights and Measures, Bombay City, 'D' Division.
	776	Inspector of Weights and Measures, Bombay City, 'E' Division.
	776-A	Inspector of Weights and Measures, Bombay City, 'F' Division.
	777	Inspector of Weights and Measures, Bandra City, Bandra.
	778	Inspector of Weights and Measures, Bombay Suburban District, Bombay.
	779	Inspector of Weights and Measures, Ahmedabad City, Ahmedabad.
	779-A	Inspector of Weights and Measures, Ahmedabad.
	780	Inspector of Weights and Measures, Ahmedabad District, Ahmedabad.
	780-A	Inspector of Weights and Measures, Viramgam Division, Viramgam.
	780-B	Inspector of Weights and Measures, Dhandhuka Division, Dhandhuka.
	781	Inspector of Weights and Measures, Broach City, Broach.
	782	Inspector of Weights and Measures, Broach District, Broach.
	783	Inspector of Weights and Measures, Kaira District, Northern Division, Nadiad.
	784	Inspector of Weights and Masures, Kaira District, Southern Division, Anand.
	785	Inspector of Weights and Measures, Godhra City, Godhra.
	786	Inspector of Weights and Measures, Panch Mahals, Godhra.
	787	Inspector of Weights and Measures, Surat City, Surat.
	787-A	Inspector of Weights and Measures, Surat City II, Surat.
	788	Inspector of Weights and Measures, Surat District, Surat.
	789	Inspector of Weights and Measures, Thana City, Thana.
	790	Inspector of Weights and Measures, Thana District, Thana.
	791	Inspector of Weights and Measures, Amalner Division, Amalner.

	Indent No.	Name of Officer.
		MISCELLANEOUS—*contd.*
	792	Inspector of Weights and Measures, Ahmednagar District, Ahmednagar.
	792-A	Inspector of Weights and Measures, Sangamner Division, Sangamner.
	793	Inspector of Weights and Measures, Jalgaon City, Jalgaon.
	794	Inspector of Weights and Measures, Bhusawal Division, Bhusawal.
	795	Inspector of Weights and Measures, Dhulia City, Dhulia.
	796	Inspector of Weights and Measures, West Khandesh District, Dhulia.
	796-A	Inspector of Weights and Measures, Nandurbar Division, Nandurbar.
	797	Inspector of Weights and Measures, Nasik City, Nasik.
	797-A	Inspector of Weights and Measures, Malegaon Division, Malegaon.
	798	Inspector of Weights and Measures, Nasik District, Yeola Division, Yeola.
	799	Inspector of Weights and Measures, Poona City, Northern Division, Poona.
	800	Inspector of Weights and Measures, Poona District, Eastern Division, Poona.
	800-A	Inspector of Weights and Measures, Poona District, Western Division, Poona.
	801	Inspector of Weights and Measures, Satara City, Northern Division, Satara.
	802	Inspector of Weights and Measures, Satara District, Southern Division, Satara.
	802-A	Inspector of Weights and Measures, Satara District, Eastern Division, Satara.
	803	Inspector of Weights and Measures, Sholapur City, Sholapur.
	804	Inspector of Weights and Measures, Sholapur District, Barsi Division, Barsi.
	804-A	Inspector of Weights and Measures, Pandharpur Division, Pandharpur.
	805	Inspector of Weights and Measures, Belgaum City, Belgaum.
	805-A	Inspector of Weights and Measures, Belgaum District, Gokak Division, Gokak.
	806	Inspector of Weights and Measures, Belgaum District, Athni Division, Athni.
	807	Inspector of Weights and Measures, Bijapur City, Northern Division, Bijapur.
	808	Inspector of Weights and Measures, Bijapur District, Southern Division, Bagalkot.
	809	Inspector of Weights and Measures, Hubli Division, Hubli.
	809-A	Inspector of Weights and Measures, Haveri Division, Haveri.
	810	Inspector of Weights and Measures, Dharwar District, Gadag Division, Gadag.
	811	Inspector of Weights and Measures, Kolaba District, Southern Division, Alibag.
	812	Inspector of Weights and Measures, Kolaba District, Northern Division, Panvel.
C.	813	Agent to the Government for the Sardars in the Deccan, Poona.
C.	814	A. R. P. Controller, Ahmedabad.
C.	815	A. R. P. Officer (Civil), Poona.
C.	815-A	A. R. P. Controller, Bombay.
C.	816	Registrar of Firms, Bombay.
C.TC.	817	Labour Welfare Officer, Bombay.
C.	819	Part time Principal, Government Apprentice Scheme, Victoria Jubilee Technical School, Matunga.
C.	820-A	Secretary, Committee of Direction for Technical and Industrial Training, Matunga, Bombay.
C.	820-B	Secretary, Bombay Presidency Red Cross Fund, Bombay.
C	820-D	Secretary, Library Development Committee, Bombay.

	Indent No.	Name of Officer.
		MISCELLANEOUS—*contd.*
C.	841	Commissioner of Labour, Secretariat, Bombay.
C.	841-A	Labour Officer, Ahmedabad.
C.	841-B	Labour Officer, Jalgaon.
C.	841-C	Labour Officer, Sholapur.
C.	841-D	Labour Officer, Bombay (Jacob Circle).
C.	869	Secretary, Industrial Court, Town Hall, Bombay.
	1150	Inspector of Weights and Measures, Karwar City, Karwar.
	1151	Inspector of Weights and Measures, North Kanara District, Kumta.
	1152	Inspector of Weights and Measures, Ratnagiri District, Northern Division, Harnai.
	1153	Inspector of Weights and Measures, Ratnagiri District, Southern Division, Malvan.
	1154	Inspector of Weights and Measures, Ratnagiri District, Central Division, Ratnagiri.
		GENERAL ADMINISTRATION.
	821	Assistant Secretary to the Governor's Secretary's Office, Bombay.
	822	Military Secretary to the Governor of Bombay.
C.TC.	824	Secretary, Bombay Legislative Assembly, Bombay.
C.	825	Secretary to Government, Finance Department, Bombay.
C.TC.	826	Secretary to Government, General and Educational Departments, Bombay.
C.	827	Secretary to Government, Home Department, Bombay.
C.	828	Secretary to Government, Legal Department, Bombay.
C.	829	Secretary to Government, Political and Services Department, Bombay.
C.	829-A	Secretary, Bombay War Publicity Committee, Bombay.
C.	830	Secretary to Government, Revenue Department, Bombay.
C.TC.	831	Secretary to Government, Separate Department, Bombay.
C.	831-A	Personal Assistant to Advisor I (Home).
C.	831-B	Personal Assistant to Advisor II (Revenue.)
C.	831-C	Personal Assistant to Advisor III (Finance).
C.TC.	832	Secretary to Government, Public Works Department, Bombay.
C.	839	Special Officer for Bhil Uplift, West Khandesh, Dhulia.
C.TC.	840	Director of Information, Bombay.
C.TC.	842	Commissioner, Northern Division, Ahmedabad.
C.TC.	843	Commissioner, Central Division, Poona.
C.TC.	844	Commissioner, Southern Division, Belgaum.
C.TC.	845	Secretary, Bombay-Sind Public Service Commission, Bombay.
C.	848	Oriental Translator to Government, Bombay.
C.	849	Keeper of Records, Record Office, Bombay.
C.	850	President, Bombay Revenue Tribunal, Poona.
C.	850-A	Special Press Adviser, Bombay.
C.	850-B	Controller of Prices, Bombay.
	850-C	Provincial Superintendent of Census Operations, Bombay.
C.	850-D	Civil Recruiting Officer, Poona.
		ADMINISTRATION OF JUSTICE.
C.	851	Administrator General and Official Trustee, High Court, Bombay.
C.	852	Prothonotary and Senior Master, High Court, Bombay.
C.	853	Registrar, High Court, Appellate Side, Bombay.
C.	854	Master and Registrar in Equity and Commissioner of Taking Accounts, Bombay.
C.	855	Sheriff of Bombay.
C.TC.	856	Registrar, Small Causes Court, Bombay.
C.	857	Advocate General, High Court, Bombay.
C.	858	Public Prosecutor, Bombay.
C.	859	Government Pleader, High Court, Bombay.
C.	860	Editor, Indian Law Reports, High Court, Bombay

	Indent No.	Name of Officer.
		ADMINISTRATION OF JUSTICE—*contd.*
C.TC.	861	Chief Translator and Interpreter, High Court, Bombay
C.	862	Insolvency Registrar, High Court, Bombay.
C.	863	Taxing Master, High Court, Bombay.
C.	864	Clerk of the Crown, High Court, Bombay.
C.TC.	865	Official Assignee, High Court, Bombay.
C.TC.	866	Chief Presidency Magistrate, Bombay.
C.	867	Coroner of Bombay, Bombay.
C.	868	Court Receiver and Liquidator, High Court, Bombay.
C.	871	District and Sessions Judge, Thana, Kolaba, and Bombay Suburban District, Thana.
C.TC.	872	First Class Sub-Judge, Thana.
C.	873	Subordinate Judge, Andheri.
C.	874	Subordinate Judge, Bhiwandi.
C.	875	Subordinate Judge, Dahanu.
C.	876	Subordinate Judge, Kalyan.
C.	877	Subordinate Judge, Murbad.
C.TC.	878	Subordinate Judge, Alibag.
C.	879	Subordinate Judge, Mahad.
C.	880	Subordinate Judge, Pen.
C.TC.	881	Subordinate Judge, Panvel.
C.TC.	882	Subordinate Judge, Roha.
C.	883	Sub-Divisional Magistrate, Thana Town, Thana.
C.	884	Resident Magistrate, First Class, Kalyan.
C.	885	Resident Magistrate, First Class, Kurla.
C.TC.	886	City Magistrate, First Class, Bandra.
C.TC.	888	Resident Magistrate, First Class, Bandra.
	889	Resident Magistrate, First Class, Palghar.
C.TC.	891	District and Sessions Judge, Ahmedabad.
C.TC.	892	Assistant Judge, Ahmedabad.
C.	893	Extra Assistant Judge, Ahmedabad.
C.	894	First Class Sub-Judge, Ahmedabad.
C.TC.	895	Joint First Class Sub-Judge, Ahmedabad.
C.TC.	896	Joint Sub-Judge, Ahmedabad.
C.	897	Second Joint Sub-Judge, Ahmedabad.
C.	898	Third Joint Sub-Judge, Ahmedabad.
C.	899	Fourth Joint Sub-Judge, Ahmedabad.
C.	900	Registrar, Small Causes Court, Ahmedabad.
C.	901	Sub-Judge, Dhandhuka.
C.	902	Sub-Judge, Dholka.
C.TC.	903	Sub-Judge, Viramgam.
C.	904	Sub-Judge Ghogha.
	905	Additional City Magistrate, Ahmedabad.
C.	906	Second Additional City Magistrate, Ahmedabad.
C.TC.	907	City Magistrate, First Class, Ahmedabad.
C.	908	Third Additional City Magistrate, Ahmedabad.
C.TC.	909	Resident First Class Magistrate, Daskroi, Ahmedabad.
C.TC.	910	Additional City Magistrate, Ahmedabad City.
C.	910-A	Extra Joint First Class Sub-Judge, Ahmedabad.
	910-B	Resident Magistrate, First Class, Viramgam.
	910-C	Resident First Class Magistrate, Dholka-Dhandhuka, Dholka.
C.TC.	911	District and Sessions Judge, Broach and Panch Mahals, Broach.
C.	912	First Class Sub-Judge, Broach.
C.	913	Joint Second Class Sub-Judge, Broach.
C.	914	Sub-Judge, Ankleshwar.
C.	915	Sub-Judge, Jambusar.
C.	916	Sub-Judge, Dohad.
C.TC.	917	Sub-Judge, Godhra.
C.TC.	918	Resident Magistrate, Godhra.
C	919	Railway First Class Magistrate, Broach.
	920	Resident Magistrate, First Class, Dohad.
	920-A	Resident Magistrate, First Class, Jambusar.
C.	921	District Judge, Kaira, at Nadiad.
C.	922	First Class Sub-Judge, Nadiad.

	Indent No.	Name of Officer
		ADMINISTRATION OF JUSTICE—*contd.*
C.	923	Joint Sub-Judge, Nadiad.
C.	923-A	Extra Joint Second Class Sub-Judge, Nadiad
C.TC.	924	Sub-Judge, Borsad.
C.	926	Sub-Judge, Kaira.
C.TC.	927	Sub-Judge, Kapadwanj.
C.TC.	928	Sub-Judge, Umreth.
C.TC.	929	Resident Magistrate, First Class, Borsad.
C.TC.	930	Resident Magistrate, First Class, Nadiad.
C.	931	District and Sessions Judge, Surat.
C.	932	First Class Sub-Judge, Surat.
C.TC.	933	Sub-Judge, Bulsar.
C.TC.	934	Sub-Judge, Olpad.
C.	935	First Class City Magistrate, Surat.
C.	941	District and Sessions Judge, Ahmednagar.
C.	942	First Class Sub-Judge, Ahmednagar.
C.TC.	943	Subordinate Judge, Karjat.
C.TC.	944	Subordinate Judge, Kopargaon.
C.TC.	945	Subordinate Judge, Newasa.
C.TC.	946	Subordinate Judge, Parner.
C.TC.	947	Subordinate Judge, Rahuri.
C.TC.	948	Subordinate Judge, Sangamner.
C.TC.	949	Subordinate Judge, Sheogaon.
C.	950	First Class City Magistrate, Ahmednagar.
	950-A	Resident First Class Magistrate, Rahuri.
C.	951	District and Sessions Judge, East Khandesh, Jalgaon.
C.	952	First Class Sub-Judge, Jalgaon.
C.	953	Sub-Judge, Bhusawal.
C.	954	Sub-Judge, Chalisgaon.
C.	955	Sub-Judge, Erandol.
C.	956	Sub-Judge, Yawal.
C.TC.	961	District and Sessions Judge, West Khandesh, Dhulia.
C.TC.	962	First Class Sub-Judge, Dhulia.
C.TC.	963	Sub-Judge, Nandurbar.
C.TC.	964	Sub-Judge, Shirpur.
C.TC.	965	Sub-Judge, Amalner.
C.TC.	966	District and Sessions Judge, Nasik.
C.TC.	967	First Class Sub-Judge, Nasik.
C.	968	Sub-Judge, Malegaon.
C.	969	Sub-Judge, Pimpalgaon.
C.	970	Sub-Judge, Satana.
C.	971	Sub-Judge, Sinnar.
C.TC.	972	Sub-Judge, Yeola.
C.	973	Resident Magistrate, Manmad.
C.TC.	976	District and Sessions Judge, Poona.
C.	977	Registrar, Small Causes Court, Poona.
C.	978	First Class Sub-Judge, Poona.
C.TC.	979	Sub-Judge, Baramati.
C.TC.	980	Sub-Judge, Junnar.
C.TC.	981	Sub-Judge, Khed.
C.	982	Sub-Judge, Saswad.
C.	983	Sub-Judge, Ghodnadi.
C.	984	Sub-Judge, Vadgaon.
C.	985	First Class City Magistrate, Poona.
C.TC.	986	Additional City Magistrate, Poona.
C.	987	Cantonment Magistrate, Kirkee.
	988	Resident Magistrate, First Class, Baramati.
C.	991	District Judge, Satara.
C.TC.	992	First Class Sub-Judge, Satara.
C.	993	Sub-Judge, Islampur.
C.	994	Sub-Judge, Karad.
C.TC.	995	Sub-Judge, Koregaon.
C.TC.	996	Sub-Judge, Dahiwadi.
C.TC.	997	Sub-Judge, Patan.

	Indent No.	Name of Officer.
		ADMINISTRATION OF JUSTICE—*concld.*
C.TC.	998	Sub-Judge, Tasgaon.
C.TC.	999	Sub-Judge, Vita.
C.TC.	1000	Sub-Judge, Wai.
C.	1001	Resident Magistrate, Karad.
C.	1006	District and Sessions Judge, Sholapur.
C.	1007	First Class Sub-Judge, Sholapur.
C.	1008	Sub-Judge, Barsi.
C.TC.	1009	Sub-Judge, Madha.
C.	1010	Sub-Judge, Pandharpur.
C.	1011	District and Sessions Judge, Belgaum.
	1012	Assistant Judge under Training, Belgaum.
C.TC.	1013	First Class Sub-Judge, Belgaum.
C.TC.	1014	Sub-Judge, Athni.
C.TC.	1015	Sub-Judge, Bailhongal.
C.	1016	Sub-Judge, Chikodi.
C.	1017	Sub-Judge, Gokak.
C.	1018	Sub-Judge, Hukeri.
	1019	Resident Magistrate, First Class, Hukeri.
	1020	Resident Magistrate, First Class, Bailhongal.
C.TC.	1021	District and Sessions Judge, Bijapur.
C.	1022	First Class Sub-Judge, Bijapur.
C.	1023	Sub-Judge, Bagalkot.
C.	1024	Sub-Judge, Muddebihal.
C.	1026	District and Sessions Judge, Dharwar.
C.	1027	First Class Sub-Judge, Dharwar.
C.	1028	Sub-Judge, Gadag.
C.	1029	Sub-Judge, Haveri.
C.TC.	1030	Sub-Judge, Hubli.
C.	1031	Resident Magistrate, First Class, Hubli.
C.	1156	District Judge, Kanara, Karwar.
C.	1157	First Class Sub-Judge, Karwar.
C.TC.	1158	Sub-Judge, Honavar.
C.TC.	1159	Sub-Judge, Kumta.
C.TC.	1160	Sub-Judge, Sirsi.
C.TC.	1166	District Judge, Ratnagiri.
C.TC.	1167	First Class Sub-Judge, Ratnagiri.
C.	1168	Sub-Judge, Chiplun.
C.TC.	1169	Sub-Judge, Dapoli.
C.TC.	1170	Sub-Judge, Deogad.
C.	1171	Sub-Judge, Deorukh.
C.TC.	1172	Sub-Judge, Malvan.
C.TC.	1173	Sub-Judge, Rajapur.
C.TC.	1173-A	Sub-Judge, Vengurla.
C.	1174	Sub-Divisional Magistrate, First Class, Ratnagiri.
		JAILS AND CONVICT SETTLEMENTS.
C.	1041	Inspector-General of Prisons, Bombay Province, Poona.
	1042	Superintendent, His Majesty's House of Correction, Bombay.
	1043	Superintendent, Arthur Road Prison, Bombay.
	1044	Superintendent, Ahmedabad Central Prison, Sabarmati.
	1045	Superintendent, District Prison, Thana.
	1046	Superintendent, District Prison, Dhulia.
	1047	Superintendent, Nasik Road Central Prison, Nasik.
	1048	Superintendent, Yeravda Central Prison, Yeravda.
	1049	Superintendent, Belgaum Central Prison, Belgaum.
	1050	Superintendent, District Prison, Bijapur.
	1051	Governor, Borstal School, Dharwar.
TC.	1052	Superintendent, Sub-Jail, Ahmedabad.
C.	1053	Superintendent, Sub-Jail, Broach.
	1054	Superintendent, Sub-Jail, Godhra.
	1055	Superintendent, Sub-Jail, Surat.
	1056	Superintendent, Sub-Jail, Ahmednagar.

	Indent No.	Name of Officer.
		JAILS AND CONVICT SETTLEMENTS—*contd.*
	1057	Superintendent, Sub-Jail, Nasik.
TC.	1058	Superintendent, Sub-Jail, Poona.
	1059	Superintendent, Sub-Jail, Satara.
	1060	Superintendent, Sub-Jail, Sholapur.
	1061	Superintendent, Visapur Temporary Prison, Visapur.
	1062	Superintendent, Sub-Jail, Nadiad.
C.	1066	Backward Class Officer, Bombay Province, Poona.
C.	1067	Assistant Backward Class Officer, Northern Circle, Ahmedabad.
	1068	Assistant Backward Class Officer, Central Circle, Sholapur.
	1069	Assistant Backward Class Officer, Southern Circle, Dharwar.
	1070	Manager, Criminal Tribes Settlement, Ambernath.
	1071	Manager, Criminal Tribes Settlement, Ahmedabad.
	1072	Manager, Criminal Tribes Settlement, Khanapur (District Belgaum).
	1073	Superintendent, Free Colony, Indi.
TC.	1074	Manager, Criminal Tribes Settlement, Gadag.
	1075	Manager, Presidency Construction Settlement, Hotgi.
	1076	Manager, Industrial Settlement, Bijapur.
TC.	1077	Manager, Bagalkot Settlement, Bagalkot.
	1078	Superintendent, Free Colony, Hotgi.
TC.	1079	Superintendent, Mundwa Settlement, Mundwa, District Poona.
	1080	Manager, Reformatory Settlement, Bijapur.
	1081	Manager, Industrial Settlement, Dhulia.
TC.	1082	Superintendent, Free Colony, Undirgaon, Post Office Haregaon, District Ahmednagar.
	1083	Superintendent, Free Colony, Harsi.
	1084	Manager, Industrial Settlement, Sholapur.
	1085	Manager, Industrial Settlement, Belgaum.
C.TC.	1086	Manager, Jalgaon Settlement, Jalgaon.
C.	1087	Special Officer for the Protection of Katkaries, Thana.
	1175	Superintendent, Sub-Jail, Karwar.
	1176	Superintendent, Sub-Jail, Ratnagiri.
		PRINTING AND STATIONERY.
C.	327	Manager, Government Photozinco Press, Poona.
C.	1181	Superintendent, Government Printing and Stationery, Bombay.
C.	1182	Manager, Government Central Press, Bombay.
C.TC.	1183	Manager, Yeravda Prison Press, Yeravda.
		POLICE.
C.	1201	Inspector General of Police, Bombay Province, Poona.
C.	1202	Deputy Inspector General of Police, Northern Range, Ahmedabad.
C.	1203	Deputy Inspector General of Police, Criminal Investigation Department, Poona.
C.TC.	1204	Deputy Inspector General of Police, Southern Range, Belgaum.
	1205	Commissioner of Police, Bombay.
C.	1206	Executive Officer, Regional Transport Authority, Ahmedabad.
C.	1207	Executive Officer, Regional Transport Authority, Nasik.
C.	1208	Executive Officer, Regional Transport Authority, Poona.
C.	1209	Executive Officer, Regional Transport Authority, Belgaum.
C.	1210	Executive Officer, Regional Transport Authority, Bombay.
C.TC.	1211	Secretary, Provincial Transport Authority, Bombay.
C.	1212	Police Surgeon, Bombay.
C.	1213	Manager, Finger Print Bureau, Bombay.
TC.	1214	Medical Officer In Charge Police Hospital, Ahmedabad.
C.	1215	Principal, Police Training School, Nasik.
C.TC.	1216	District Superintendent of Police, Bandra.
C.	1221	District Superintendent of Police, Ahmedabad.
	1222	Inspector of Police, Intelligence and Crime Branch, Ahmedabad.
	1223	Police Prosecutor, Ahmedabad.

	Indent No.	Name of Officer.
		POLICE—*contd.*
	1224	Sub-Divisional Police Inspector, Northern Division, Viramgam.
	1225	Sub-Divisional Police Inspector, Southern Division, Dhandhuka.
	1226	City Police Inspector, Ahmedabad.
	1227	Chief Operator of Police, Ahmedabad.
	1228	Inspector of Police, Headquarters, Ahmedabad.
	1229	Sub-Inspector of Police, Local Intelligence, Ahmedabad.
	1230	Sub-Inspector of Police, "A" Division, Ahmedabad.
	1231	Sub-Inspector of Police, "B" Division, Ahmedabad.
	1232	Sub-Inspector of Police, "C" Division, Ahmedabad.
	1233	Sub-Inspector of Police, Ashlali.
	1234	Sub-Inspector of Police, Baola.
	1235	Sub-Inspector of Police, Daskroi West.
	1236	Sub-Inspector of Police, Dhandhuka.
	1237	Sub-Inspector of Police, Detroj.
	1238	Sub-Inspector of Police, Dholera.
	1239	Sub-Inspector of Police, Dholka.
	1240	Sub-Inspector of Police, Gogha.
	1241	Sub-Inspector of Police, Harsol.
	1242	Sub-Inspector of Police, Naroda.
	1243	Sub-Inspector of Police, Madhavpura.
	1244	Sub-Inspector of Police, Modasa.
	1245	Sub-Inspector of Police, Prantij.
	1246	Sub-Inspector of Police, Ranpur.
	1247	Sub-Inspector of Police, Sanand.
	1248	Sub-Inspector of Police, Sherkotda.
	1249	Sub-Inspector of Police, Viramgam.
	1250	Sub-Inspector of Police, Ellis Bridge Police Station, Ahmedabad.
	1250-A	Sub-Inspector of Police, Gomtipur Police Station, Ahmedabad.
	1250-B	Sub-Inspector of Police, Mandal Police Station, Viramgam.
	1250-C	Police Inspector, Administration, Ahmedabad.
	1250-D	Additional District Superintendent of Police, Ahmedabad.
	1250-E	Sub-Inspector of Police, Kagdapith.
	1250-F	Sub-Inspector of Police, Navarangpura.
C.TC.	1251	District Superintendent of Police, Broach and Panch Mahals, Broach.
	1252	Police Prosecutor, Broach.
	1253	Assistant Police Prosecutor, Broach.
	1254	Sub-Divisional Police Inspector, Broach.
	1255	Sub-Inspector of Police, Ankleshwar.
	1256	Sub-Inspector of Police, Amod.
	1257	Sub-Inspector of Police, Headquarters, Broach.
	1258	Sub-Inspector of Police, Broach City.
	1259	Sub-Inspector of Police, Broach Rural.
	1260	Sub-Inspector of Police, Nabipur.
	1261	Sub-Inspector of Police Hansot.
	1262	Sub-Inspector of Police, Jambusar.
	1263	Sub-Inspector of Police, Kavi.
	1264	Sub-Inspector of Police, Wagra.
	1265	Sub-Inspector of Police, Vedach.
	1266	Assistant Police Prosecutor, Jambusar.
C.TC.	1271	District Superintendent of Police, Kaira.
	1272	Assistant Superintendent of Police, Nadiad Sub-Division, Nadiad.
	1273	Deputy Superintendent of Police, Anand Sub-Division, Anand.
	1274	Sub-Divisional Police Inspector, Anand.
	1275	Sub-Divisional Police Inspector, Nadiad.
	1276	Police Prosecutor, Nadiad.
	1277	Assistant Police Prosecutor, Anand.
	1278	Police Prosecutor, Borsad.
	1279	Assistant Police Prosecutor, Kaira.
	1280	Sub-Inspector of Police, Anand.
	1281	Sub-Inspector of Police, Anklav.

	Indent No.	Name of Officer.
		POLICE—*contd.*
	1282	Sub-Inspector of Police, Borsad.
	1283	Sub-Inspector of Police Chaklas.
	1284	Sub-Inspector of Police, Dakore.
	1285	Sub-Inspector of Police, Headquarter, Kaira.
	1286	Sub-Inspector of Police, Kaira Town.
	1287	Sub-Inspector of Police, Kathana.
	1288	Sub-Inspector of Police, Kapadwanj.
	1289	Sub-Inspector of Police, Khambholaj.
	1290	Sub-Inspector of Police, Mahudha.
	1291	Sub-Inspector of Police, Matar.
	1292	Sub-Inspector of Police, Mehmedabad.
	1293	Sub-Inspector of Police, Nadiad Town.
	1294	Sub-Inspector of Police, Nadiad Rural.
	1295	Sub-Inspector of Police, Thasra.
	1296	Sub-Inspector of Police, Umreth.
	1297	Sub-Inspector of Police, Virsad.
C.TC.	1301	Additional Superintendent of Police, Broach and Panch Mahals, Godhra.
	1302	Police Prosecutor, Panch Mahals, Godhra.
	1303	Assistant Police Prosecutor, Panch Mahals, Godhra.
	1304	Sub-Divisional Police Inspector, Panch Mahals Division, Godhra.
	1305	Chief Operator of Police, Godhra.
	1306	Sub-Inspector of Police, Dohad.
	1307	Sub-Inspector of Police, Garbada.
	1308	Sub-Inspector of Police, Headquarters, Godhra.
	1309	Sub-Inspector of Police, Godhra Taluka.
	1310	Sub-Inspector of Police, Godhra Town.
	1311	Sub-Inspector of Police, Halol.
	1312	Sub-Inspector of Police, Jhalod.
	1313	Sub-Inspector of Police, Kalol.
	1314	Sub-Inspector of Police, Marwa.
C.TC.	1316	District Superintendent of Police, Surat.
	1317	Police Prosecutor, Surat.
	1318	Assistant Police Prosecutor, Surat.
	1319	Chief Operator of Police, Surat.
	1320	Sub-Divisional Police Inspector, Northern Division, Surat.
	1321	Sub-Divisional Police Inspector, Southern Division, Bulsar.
	1322	Sub-Inspector of Police, Bardoli.
	1323	Sub-Inspector of Police, Bulsar.
	1324	Sub-Inspector of Police, Chikhali.
	1325	Sub-Inspector of Police, Chorashi.
	1326	Sub-Inspector of Police, Jalalpur.
	1327	Sub-Inspector of Police, Mandvi.
	1328	Sub-Inspector of Police, Olpad.
	1329	Sub-Inspector of Police, Headquarters, Surat.
	1330	Sub-Inspector of Police, "A" Division, Surat.
	1331	Sub-Inspector of Police, "B" Division, Surat.
	1332	Sub-Inspector of Police, Local Intelligence, Surat.
	1333	Sub-Inspector of Police, Pardi.
	1334	Deputy Superintendent of Police, Surat, In Charge Sub-Divisional Officer, Bardoli, Surat.
C.TC.	1336	District Superintendent of Police, Thana.
	1337	Assistant Superintendent of Police, Northern Division, Thana.
	1338	Assistant Superintendent of Police, Southern Division, Thana.
	1339	Sub-Divisional Police Inspector, Kalyan.
	1340	Senior Police Prosecutor, Thana.
	1340-A	Sub-Police Prosecutor, Thana.
	1341	Sub-Police Prosecutor, Kalyan.
	1341-A	Sub-Police Prosecutor, Palghar.
	1342	Chief Operator of Police, Thana.
	1343	Sub-Inspector of Police, Bassein.
	1344	Sub-Inspector of Police, Bhiwandi.

Indent No.	Name of Officer.
	POLICE—*contd.*
1345	Sub-Inspector of Police, Dahanu.
1346	Sub-Inspector of Police, Kalyan Taluka.
1347	Sub-Inspector of Police, Kalyan Town.
1348	Sub-Inspector of Police, Kinavli.
1349	Sub-Inspector of Police, Mokhada.
1350	Sub-Inspector of Police, Murbad.
1351	Sub-Inspector of Police, Padgha.
1352	Sub-Inspector of Police, Palghar.
1353	Sub-Inspector of Police, Shahapur.
1354	Sub-Inspector of Police, Thana Mahal.
1355	Sub-Inspector of Police, Thana Town.
1356	Sub-Inspector of Police, Headquarters, Thana.
1357	Sub-Inspector of Police, Umbergaon.
1358	Sub-Inspector of Police, Virar.
1359	Sub-Inspector of Police, Vada.
1360	Sub-Divisional Police Inspector, Dahanu.
1361	District Superintendent of Police, Ahmednagar.
1362	Sub-Divisional Police Officer, Southern Division, Ahmednagar.
1363	Sub-Divisional Police Officer, Northern Division, Ahmednagar.
1364	Police Prosecutor, Ahmednagar.
1366	Chief Operator of Police, Ahmednagar.
1367	Sub-Divisional Police Inspector, Southern Division, Ahmednagar, Ahmednagar.
1368	Sub-Inspector of Police Headquarters, Ahmednagar.
1369	Sub-Inspector of Police City Sub-Division, Ahmednagar.
1370	Sub-Inspector of Police Cantonment, Ahmednagar.
1371	Sub-Inspector of Police Taluka Division, Ahmednagar.
1372	Sub-Inspector of Police, Akola.
1373	Sub-Inspector of Police, Belapur.
1374	Sub-Inspector of Police, Jamkhed.
1375	Sub-Inspector of Police, Karjat.
1376	Sub-Inspector of Police, Kopargaon.
1377	Sub-Inspector of Police, Newasa.
1378	Sub-Inspector of Police, Pathardi.
1379	Sub-Inspector of Police, Parner.
1380	Sub-Inspector of Police, Rajur.
1381	Sub-Inspector of Police, Rahuri.
1382	Sub-Inspector of Police, Rahata.
1383	Sub-Inspector of Police, Sangamner.
1384	Sub-Inspector of Police, Sheogaon.
1385	Sub-Inspector of Police, Shrigonda.
1391	District Superintendent of Police, East Khandesh, Jalgaon.
1392	Assistant Superintendent of Police, Eastern Division, East Khandesh, Jalgaon.
1393	Deputy Superintendent of Police, Western Division, East Khandesh, Jalgaon.
1394	Police Prosecutor, Jalgaon.
1395	Circle Police Inspector, Bhusawal.
1396	Circle Police Inspector, Dharangaon.
1397	Sub-Inspector of Police, Advad.
1398	Sub-Inspector of Police, Amalner.
1399	Sub-Inspector of Police, Bhadgaon.
1400	Sub-Inspector of Police, Bhusawal City.
1401	Sub-Inspector of Police, Bhusawal Taluka.
1402	Sub-Inspector of Police, Bodwad.
1403	Sub-Inspector of Police, Chalisgaon.
1404	Sub-Inspector of Police, Chopda.
1405	Sub-Inspector of Police, Dharangaon.
1406	Sub-Inspector of Police, Edlabad.
1407	Sub-Inspector of Police, Erandol.
1408	Sub-Inspector of Police, Faizpur.
1409	Sub-Inspector of Police, Headquarters, Jalgaon.
1410	Sub-Inspector of Police, Jalgaon City.

	Indent No.	Name of Officer.
		POLICE—*contd.*
	1411	Sub-Inspector of Police, Jalgaon Taluka.
	1412	Sub-Inspector of Police, Jamner.
	1413	Sub-Inspector of Police, Marwad.
	1414	Sub-Inspector of Police, Mehumbara.
	1415	Sub-Inspector of Police, Nasirabad.
	1416	Sub-Inspector of Police, Pachora.
	1417	Sub-Inspector of Police, Parola.
	1418	Sub-Inspector of Police, Pahur.
	1419	Sub-Inspector of Police, Pimpalgaon.
	1420	Sub-Inspector of Police, Raver.
	1421	Sub-Inspector of Police, Savda.
	1422	Sub-Inspector of Police, Yawal.
	1423	Sub-Inspector of Police, Local Intelligence Branch, Jalgaon.
C.TC.	1426	District Superintendent of Police, West Khandesh, Dhulia.
	1427	Sub-Divisional Police Officer, Nandurbar Division, Dhulia.
	1428	Sub-Divisional Police Inspector, Dhulia.
	1429	Police Prosecutor, Dhulia.
	1430	Assistant Police Prosecutor, Nandurbar.
	1431	Chief Operator of Police, Dhulia.
	1432	Sub-Inspector of Police, Headquarters, Dhulia.
	1433	Sub-Inspector of Police, Dhulia Taluka.
	1434	Sub-Inspector of Police, Dhulia City.
	1435	Sub-Inspector of Police, Dhadgaon.
	1436	Sub-Inspector of Police, Nandurbar Town.
	1436-A	Sub-Inspector of Police, Nandurbar Taluka.
	1437	Sub-Inspector of Police, Nardana.
	1438	Sub-Inspector of Police, Navapur.
	1439	Sub-Inspector of Police, Pimpalner.
	1440	Sub-Inspector of Police, Sakri.
	1441	Sub-Inspector of Police, Shirpur.
	1442	Sub-Inspector of Police, Sindkheda.
	1443	Sub-Inspector of Police, Shahada.
	1444	Sub-Inspector of Police, Songir.
	1445	Sub-Inspector of Police, Taloda.
	1446	Sub-Inspector of Police, Thalner.
	1447	Sub-Police Prosecutor, Shahada.
C.TC.	1451	District Superintendent of Police, Nasik.
	1452	Sub-Divisional Police Officer, Nasik, Division, Nasik.
	1453	Sub-Divisional Police Officer, Malegaon Division, Nasik.
	1454	Senior Police Prosecutor, Nasik.
	1455	Sub-Police Prosecutor, Nasik.
	1456	Assistant Police Prosecutor, Malegaon.
	1457	Sub-Division Police Inspector, Nasik Division, Nasik.
	1458	Sub-Divisional Police Inspector, Malegaon Division, Malegaon.
	1459	Chief Operator of Police, Nasik.
	1460	Sub-Inspector of Police, Bolthan.
	1461	Sub-Inspector of Police, Chandor.
	1462	Sub-Inspector of Police, Deolali Camp.
	1463	Sub-Inspector of Police, Dindori.
	1464	Sub-Inspector of Police, Ghoti.
	1465	Sub-Inspector of Police, Igatpuri.
	1466	Sub-Inspector of Police, Jaykheda.
	1467	Sub-Inspector of Police, Kalwan.
	1468	Sub-Inspector of Police, Malegaon City.
	1469	Sub-Inspector of Police, Malegaon Taluka.
	1470	Sub-Inspector of Police, Vadner Khakurde.
	1471	Sub-Inspector of Police, Manmad.
	1472	Sub-Inspector of Police, Nandgaon.
	1473	Sub-Inspector of Police, Headquarters, Nasik.
	1474	Sub-Inspector of Police, "A" Division, Nasik City.
	1475	Sub-Inspector of Police, "B" Division, Nasik City.
	1476	Sub-Inspector of Police, Nasik Road, Nasik.
	1477	Sub-Inspector of Police, Nasik Taluka.

	Indent No.	Name of Officer.
		POLICE—*contd.*
	1478	Sub-Inspector of Police, Niphad.
	1479	Sub-Inspector of Police, Peint.
	1480	Sub-Inspector of Police, Pimpalgaon Baswant.
	1481	Sub-Inspector of Police, Satana.
	1482	Sub-Inspector of Police, Sinnar.
	1483	Sub-Inspector of Police, Trimbak.
	1484	Sub-Inspector of Police, Wadner Bhairao.
	1485	Sub-Inspector of Police, Vinchur.
	1486	Sub-Inspector of Police, Wani.
	1487	Sub-Inspector of Police, Wavi.
	1488	Sub-Inspector of Police, Yeola City.
	1489	Sub-Inspector of Police, Yeola Taluka.
C.TC.	1491	District Superintendent of Police, Poona.
	1492	Police Prosecutor, Poona.
	1493	Chief Operator of Police, Poona City.
	1494	Police Inspector, Headquarters, Bhamburda.
	1495	Sub-Divisional Police Inspector, Poona Cantonment.
	1496	Police Inspector, Poona City.
	1497	Police Inspector, "E" Division, Baramati.
	1498	Police Inspector, "D" Division, Junnar.
	1499	Police Inspector, Mawal Circle, Talegaon Dabhade.
	1500	Sub-Inspector of Police, Baramati.
	1501	Sub-Inspector of Police, Chakan.
	1502	Sub-Inspector of Police, Dhond.
	1503	Sub-Inspector of Police, Ghoda.
	1504	Sub-Inspector of Police, Haveli, at Poona.
	1505	Sub-Inspector of Police, Indapur.
	1505	Sub-Inspector of Police, Indapur.
	1506	Sub-Inspector of Police, Jejuri.
	1507	Sub-Inspector of Police, Junnar.
	1508	Sub-Inspector of Police, Khed.
	1509	Sub-Inspector of Police, Kirkee.
	1510	Sub-Inspector of Police, Lonavla.
	1511	Sub-Inspector of Police, Loni-Kalbhor.
	1512	Sub-Inspector of Police, Mawal, at Vadgaon.
	1513	Sub-Inspector of Police, Mulshi at Paud.
TC.	1514	Sub-Inspector of Police, Narayangaon.
	1515	Sub-Inspector of Police, "A" Division, Poona.
	1516	Sub-Inspector of Police, "B" Division, Poona.
	1517	Sub-Inspector of Police, "C" Division, Poona.
	1518	Sub-Inspector of Police, Civil Lines, Poona.
	1519	Sub-Inspector of Police, Military Lines, Poona.
	1520	Sub-Inspector of Police, Poona Cantonment.
	1521	Sub-Inspector of Police, Intelligence Branch, Poona City.
	1522	Sub-Inspector of Police, Saswad.
	1523	Sub-Inspector of Police, Sirur.
	1524	Sub-Inspector of Police, Talegaon-Dhamdhere.
	1525	Sub-Inspector of Police, Vadgaon-Nimbalkar.
	1526	Sub-Inspector of Police, Motor Checking Office, Poona.
C.TC.	1531	District Superintendent of Police, Satara.
	1532	Sub-Divisional Police Officer, Western Division, Satara.
	1533	Sub-Divisional Police Officer, Eastern Division, Satara.
	1534	Police Prosecutor, Satara.
	1535	Police Prosecutor, Karad.
	1536	Chief Operator of Police, Satara.
	1537	Sub-Divisional Police Inspector, Eastern Division, Koregaon.
	1538	Sub-Divisional Police Inspector, Western Division, Karad.
	1539	Sub-Inspector of Police, Ashta.
	1540	Sub-Inspector of Police, Borgaon.
	1541	Sub-Inspector of Police, Dahiwadi.
	1542	Sub-Inspector of Police, Islampur.
	1543	Sub-Inspector of Police, Kadegaon.
	1544	Sub-Inspector of Police, Karad.

	Indent No.	Name of Officer.
		POLICE—*contd.*
	1545	Sub-Inspector of Police, Khandala-Bavda.
	1546	Sub-Inspector of Police, Koregaon.
	1547	Sub-Inspector of Police, Mahableshwar.
	1548	Sub-Inspector of Police, Medha.
	1549	Sub-Inspector of Police, Mhaswad.
	1550	Sub-Inspector of Police, Patan.
	1551	Sub-Inspector of Police, Headquarters, Satara.
	1552	Sub-Inspector of Police, Satara City.
	1553	Sub-Inspector of Police, Satara Taluka.
	1554	Sub-Inspector of Police, Shirala.
	1555	Sub-Inspector of Police, Tasgaon.
	1556	Sub-Inspector of Police, Umraj.
	1557	Sub-Inspector of Police, Vaduj.
	1558	Sub-Inspector of Police, Vita.
	1559	Sub-Inspector of Police, Wai.
	1560	Sub-Inspector of Police, Criminal Investigation Branch, Satara.
	1560-A	Subordinate Police Prosecutor, Karad.
C.TC.	1561	District Superintendent of Police, Sholapur.
	1562	Police Prosecutor, Sholapur.
	1563	Sub-Divisional Police Inspector, Sholapur.
	1564	Sub-Divisional Police Inspector, Pandharpur.
	1565	Chief Operator of Police, Sholapur.
	1566	City Police Inspector, Sholapur.
	1567	Sub-Inspector of Police, Barsi Town.
	1568	Sub-Inspector of Police, Karmala.
	1569	Sub-Inspector of Police, Madha.
	1570	Sub-Inspector of Police, Malsiras.
	1571	Sub-Inspector of Police, Valsang.
	1572	Sub-Inspector of Police, Mohol.
	1573	Sub-Inspector of Police, Pandharpur Town.
	1574	Sub-Inspector of Police, Pandharpur Taluka.
	1575	Sub-Inspector of Police, Pangri.
	1576	Sub-Inspector of Police, Sadar Bazar.
	1577	Sub-Inspector of Police, Sangola.
	1578	Sub-Inspector of Police, Headquarters, Sholapur.
	1579	Sub-Inspector of Police, Sholapur City, "A" Division.
	1580	Sub-Inspector of Police, Sholapur City, "B" Division.
	1581	Sub-Inspector of Police, Sholapur Taluka.
	1582	Sub-Inspector of Police, Intelligence Branch, Sholapur.
	1583	Sub-Inspector of Police, Tembhurni.
	1584	Sub-Inspector of Police, Vairaj.
C.TC.	1591	District Superintendent of Police, Belgaum.
	1592	Police Prosecutor, Belgaum.
	1592-A	Police Prosecutor, Bail-Hongal.
	1593	Assistant Police Prosecutor, Hukeri.
	1594	Assistant Police Prosecutor, Athni.
	1595	Police Inspector, Home Circle, Belgaum.
	1596	Police Inspector, Southern Division, Bail-Hongal.
	1597	Police Inspector, Northern Division, Chikodi.
	1598	Chief Operator of Police, Belgaum.
	1599	Sub-Inspector of Police, Athni.
	1600	Sub-Inspector of Police, Bail-Hongal.
	1601	Sub-Inspector of Police, Headquarters, Belgaum.
	1602	Sub-Inspector of Police, Belgaum City.
	1603	Sub-Inspector of Police, Belgaum Cantonment.
	1604	Sub-Inspector of Police, Belgaum Taluka.
	1605	Sub-Inspector of Police, Chandgad.
	1606	Sub-Inspector of Police, Chikodi.
	1607	Sub-Inspector of Police, Gokak.
	1608	Sub-Inspector of Police, Hukeri.
	1609	Sub-Inspector of Police, Khanapur.
	1610	Sub-Inspector of Police, Kittur.
	1611	Sub-Inspector of Police, Kudchi.

	Indent No.	Name of Officer.
		POLICE—*contd.*
	1612	Sub-Inspector of Police, Kulgod.
	1613	Sub-Inspector of Police, Murgod.
	1614	Sub-Inspector of Police, Nipani.
	1615	Sub-Inspector of Police, Parasgad, at Saundatti.
	1616	Sub-Inspector of Police, Sadalgi.
	1617	Sub-Inspector of Police, Yenkanmardi.
C.TC.	1621	District Superintendent of Police, Bijapur.
	1622	Police Prosecutor, Bijapur.
	1623	Assistant Police Prosecutor, Bagalkot.
	1624	Police Inspector, Northern Division, Bijapur.
	1625	Police Inspector, Southern Division, Bagalkot.
	1626	Chief Operator of Police, Bijapur.
	1627	Sub-Inspector of Police, Bagalkot.
	1628	Sub-Inspector of Police, Badami.
	1629	Sub-Inspector of Police, Bagewadi.
	1630	Sub-Inspector of Police, Bableshwar.
	1631	Sub-Inspector of Police, Bilgi.
	1632	Sub-Inspector of Police, Headquarters, Bijapur.
	1633	Sub-Inspector of Police, Bijapur City.
	1634	Sub-Inspector of Police, Bijapur Taluka.
	1635	Sub-Inspector of Police, Chadchan.
	1636	Sub-Inspector of Police, Hungund.
	1637	Sub-Inspector of Police, Ilkal.
	1638	Sub-Inspector of Police, Indi.
	1639	Sub-Inspector of Police, Kolhar.
	1640	Sub-Inspector of Police, Kerur.
	1641	Sub-Inspector of Police, Hipergi.
	1642	Sub-Inspector of Police, Muddebihal.
	1643	Sub-Inspector of Police, Sindgi.
C.TC.	1651	District Superintendent of Police, Dharwar.
	1652	Sub-Divisional Police Officer, Northern Division, Dharwar.
	1653	Sub-Divisional Police Officer, Southern Division, Dharwar.
	1654	Police Prosecutor, Dharwar.
	1655	Police Prosecutor, Gadag.
	1656	Police Prosecutor, Haveri.
	1657	Chief Operator of Police, Dharwar.
	1658	Sub-Divisional Police Inspector, Northern Division, Hubli.
	1659	Sub-Divisional Police Inspector, Southern Division, Haveri.
	1660	Sub-Inspector of Police, Adur.
	1661	Sub-Inspector of Police, Annegeri.
	1662	Sub-Inspector of Police, Byadgi.
	1663	Sub-Inspector of Police, Headquarters, Dharwar.
	1664	Sub-Inspector of Police, Dharwar Town.
	1665	Sub-Inspector of Police, Dharwar Taluka.
	1666	Sub-Inspector of Police, Gadag Town.
	1667	Sub-Inspector of Police, Gadag Taluka.
	1668	Sub-Inspector of Police, Gajendragad.
	1669	Sub-Inspector of Police, Guttal.
	1670	Sub-Inspector of Police, Hongal.
	1671	Sub-Inspector of Police, Haveri.
	1672	Sub-Inspector of Police, Havasbhavi.
	1673	Sub-Inspector of Police, Hirekerur.
	1674	Sub-Inspector of Police, Hubli Town.
	1675	Sub-Inspector of Police, Hubli Taluka.
	1676	Sub-Inspector of Police, Kalghatgi.
	1677	Sub-Inspector of Police, Mugod.
	1678	Sub-Inspector of Police, Mundergi.
	1679	Sub-Inspector of Police, Nargund.
	1680	Sub-Inspector of Police, Navalgund.
	1681	Sub-Inspector of Police, Ranebennur.
	1682	Sub-Inspector of Police, Ron.
	1683	Sub-Inspector of Police, Shiggon.
	1684	Sub-Inspector of Police, Bhandiwad.

	Indent No.	Name of Officer.
		POLICE—*contd.*
	1685	Sub-Inspector of Police, Tadas.
C.TC.	1691	District Superintendent of Police, Kolaba, Alibag.
	1692	Police Prosecutor, Alibag.
	1693	Assistant Police Prosecutor, Panvel.
	1695	Sub-Divisional Police Inspector, Pen.
	1696	Sub-Inspector of Police, Headquarters, Alibag.
	1697	Sub-Inspector of Police, Alibag.
	1698	Sub-Inspector of Police, Karjat.
	1699	Sub-Inspector of Police, Mahad.
	1700	Sub-Inspector of Police, Mangaon.
	1701	Sub-Inspector of Police, Matheran.
	1702	Sub-Inspector of Police, Poladpur.
	1703	Sub-Inspector of Police, Panvel.
	1704	Sub-Inspector of Police, Pen.
	1705	Sub-Inspector of Police, Roha.
	1706	Sub-Inspector of Police, Uran.
	1707	Sub-Divisional Police Inspector, Southern Division, Mahad.
C.TC.	1711	District Superintendent of Police, Kanara, Karwar.
	1712	Police Prosecutor, Karwar.
	1713	Police Prosecutor, Sirsi.
	1714	Chief Operator of Police, Karwar.
	1715	Sub-Divisional Police Inspector, Karwar.
	1717	Sub-Inspector of Police, Ankola.
	1718	Sub-Inspector of Police, Bhatkal.
	1719	Sub-Inspector of Police, Gokarn.
	1720	Sub-Inspector of Police, Haliyal.
	1721	Sub-Inspector of Police, Honavar.
	1722	Sub-Inspector of Police, Headquarters, Karwar.
	1723	Sub-Inspector of Police, Karwar.
	1724	Sub-Inspector of Police, Kumta.
	1725	Sub-Inspector of Police, Mundgod.
	1726	Sub-Inspector of Police, Siddapur.
	1727	Sub-Inspector of Police, Sirsi.
	1728	Sub-Inspector of Police, Supa.
	1729	Sub-Inspector of Police, Yellapur.
C.TC.	1731	District Superintendent of Police, Ratnagiri.
	1732	Police Prosecutor, Ratnagiri.
TC.	1733	Police Prosecutor, Northern Division, Chiplun.
	1734	Sub-Inspector of Police, Chiplun.
	1735	Sub-Inspector of Police, Dapoli.
TC.	1736	Sub-Inspector of Police, Deogad.
TC.	1737	Sub-Inspector of Police, Deorukh.
	1738	Sub-Inspector of Police, Guhagar.
	1739	Sub-Inspector of Police, Kankavli.
	1740	Sub-Inspector of Police, Khed.
TC.	1741	Sub-Inspector of Police, Malvan.
	1742	Sub-Inspector of Police, Mandangad.
	1743	Sub-Inspector of Police, Rajapur.
TC.	1744	Sub-Inspector of Police, Headquarters, Ratnagiri.
	1745	Sub-Inspector of Police, Ratnagiri.
	1746	Sub-Inspector of Police, Vengurla.
	1747	Police Prosecutor, Southern Division, Malvan.
	1748	Subordinate Police Prosecutor, Malvan.
	1751	Superintendent of Police, B. B. & C. I. Railway, Bombay.
	1752	Railway Police Prosecutor, Ahmedabad.
	1753	Railway Police Prosecutor, Dadar.
	1754	Railway Police Inspector, Ahmedabad.
	1755	Railway Police Inspector, Detective Staff, Ahmedabad.
	1756	Railway Police Inspector, Detective Staff, Bombay Central.
	1758	Railway Sub-Inspector of Police, Ahmedabad.
	1759	Railway Sub-Inspector of Police, Anand.
	1761	Railway Sub-Inspector of Police, Bombay Central.
	1762	Railway Sub-Inspector of Police, Bulsar.

	Indent No.	Name of Officer.
		POLICE—*concld.*
	1763	Railway Sub-Inspector of Police, Headquarters, Dadar.
	1764	Railway Sub-Inspector of Police, Godhra.
	1766	Railway Sub-Inspector of Police, Nandurbar.
	1767	Railway Sub-Inspector of Police, Sabarmati.
	1768	Railway Sub-Inspector of Police, Surat.
	1769	Railway Sub-Inspector of Police, Viramgam.
C.TC.	1771	Superintendent of Police, G. I. P. and M. & S. M. Railways, Poona.
	1772	Railway Police Prosecutor, Victoria Terminus, Bombay.
	1773	Railway Police Prosecutor, Hubli.
	1774	Railway Police Prosecutor, Manmad.
	1775	Railway Police Prosecutor, Poona.
	1776	Railway Police Inspector, Victoria Terminus, Bombay.
	1777	Railway Police Inspector, Hubli.
	1778	Railway Police Inspector, Manmad.
	1779	Railway Police Sub-Inspector, Detective Branch, Manmad.
	1780	Railway Police Inspector, Poona.
	1781	Railway Police Inspector, Detective Branch, Poona.
	1782	Railway Sub-Inspector of Police, Victoria Terminus, Bombay.
	1783	Railway Sub-Inspector of Police, Detective Branch, Victoria Terminus, Bombay.
	1784	Railway Sub-Inspector of Police, Ahmednagar.
	1785	Railway Sub-Inspector of Police, Belgaum.
	1786	Railway Sub-Inspector of Police, Bhusawal.
	1787	Railway Sub-Inspector of Police, Gadag.
	1788	Railway Sub-Inspector of Police, Hubli.
	1789	Railway Sub-Inspector of Police, Igatpuri.
	1790	Railway Sub-Inspector of Police, Kalyan.
	1791	Railway Sub-Inspector of Police, Headquarters, Kirkee.
	1792	Railway Sub-Inspector of Police, Kurduwadi.
	1793	Railway Sub-Inspector of Police, Miraj.
	1794	Railway Sub-Inspector of Police, Nandgaon.
	1795	Railway Sub-Inspector of Police, Poona.
	1796	Railway Sub-Inspector of Police, Sholapur.

APPENDIX IV.

List of officers of the Government of Bombay who obtain their supplies of stationery, woollens, umbrellas, kamblis, bicycles and similar other articles on payment from the Government Stationery Office, Bombay

Serial No.	Designation of the Officer.
1	All District Judges in the Province (for Section Writers).
2	All Subordinate Judges in the Province (for Section Writers).
3	All Collectors in the Province (for Local Board Elections).
4	Superintendent, Land Records, Belgaum.
5	Superintendent, Land Records, Ahmedabad.
6	District Inspectors of Land Records (for P. H. S. Works and Maintenance Surveyors).
6A	Maintenance Surveyors (for City Survey work).
7	City Surveyors, City Survey Offices, Bagalkot, etc.
8	Head Quarters Assistant, Ahmedabad.
9	Members of the Bombay Legislative Council (for D. O. Papers and Envelopes).
10	Members of the Bombay Legislative Assembly (for D. O. Papers and Envelopes).
11	Executive Engineer, Presidency Division, Bombay (for cloth for repair work).
12.	Superintendent of Excise, Thana Division, Thana (for collection of Mhowa flowers and Liquor Warehouse).
13	Executive Officer, Port Haj Committee, Bombay.
14	Cotton Superintendent, Surat.
15	Executive Engineer, Nasik Irrigation Division, Nasik (for Godavari Left and Right Banks—for Works).
16	Commissioner of Police, Bombay (for P. L. C. L. Department).
17	Commissioner of Police, Bombay (for Dock Police).
18	Commissioner of Police, Bombay (for Harbour Police).
19	Commissioner of Police, Bombay (for Music Licensing Department).
20	Executive Engineer, Poona Division, Poona (for Kamblis for Bungalow Chowkidars).
21	Secretary, Indian Central Cotton Committee, Bombay.
22	Principal, Agricultural Officer, Sugarcane Research Scheme, Padegaon, and for similar other schemes.
23	Principal, Agricultural Officer (for Insect Pests Scheme and other Schemes introduced as an experiment).
24	Special Land Acquisition Officer, Relief Road Scheme, Ahmedabad.
25	Chief Investigator, Dry Farming Research Scheme, Sholapur.
26	Cotton Breeder, East Khandesh, Jalgaon.
27	Superintendent, Dry Farming Research Sub-Centre, Bijapur.
28	Chief Marketing Officer, Bombay Province, Bombay.
29	Agricultural Officer in charge Bhadgaon Farm, Bhadgaon, East Khandesh.
30	Cotton Supervisor, Broach.
31	Cotton Breeder, Broach.
32	Plant Pathologist to Government of Bombay, Poona (for cotton wilt breeding and for Virus Diseases).
33	Cotton Superintendent, S. M. C., Dharwar.
34	Cotton Superintendent, East Khandesh, Jalgaon.
35	Technological Assistant, Surat.
36	Cotton Breeder, South Guzerat, Surat.
37	Divisional Forest Officer, Dharwar-Bijapur Division, Dharwar (for Central Sandalwood Depot).
38	Senior Research Assistant, Cold Storage Research Scheme, Kirkee.
39	Medical Officer in charge Infectious Diseases Hospital, Poona.
40	Cotton Breeder, North Gujerat, Viramgam.
41	All Mamlatdars in the Ratnagiri District (for Stationery required for the use of the Police Patils).
42	Collector and Court of Wards, Satara.
43	Director of Veterinary Services, Bombay Province, Poona (for Spraying Operations, Kumbhari).
44	District Superintendent of Police, Poona (for the Police Schools for Boys and Girls).
45	Superintendent in charge, Banilla Cotton Scheme, Government Farm, Kopergaon.

Serial No.	Designation of the Officer
46	Technological Assistant, Dharwar.
47	Civil Surgeon, Poona (for special requirements).
48	Superintendent, Queen Mary Technical School for Disabled Soldiers, Kirkee.
49	Live Stock Expert to Government, Bombay Province, Poona (for Sheep Breeding Farm).
50	Collector and Court of Wards, Dhulia.
51	Horticulturist to the Government of Bombay, Poona (for Pulse Breeding, Dharwar and for Cold Storage Research Scheme).
52	All Executive Engineers in the Northern Division (for Kamblis for Chowkidars in Government bungalows).
53	Superintendent, Court of Wards, Akalkuwa (Taloda, East Khandesh).
54	Superintendent, Government Central Distillery, Nasik (for Commercial side i.e. Liquor Branch).
55	Sub-Divisional Officer in Charge Dapuri Workshops, Dapuri.
56	Betelvine Bug Investigator, Bassein District, Thana.
57	Mechanical Engineer, Matheran Water Supply, Thana.
58	Overseer in Charge, Ambernath Water Supply, Badlapur.
59	Grape Vine Beetle Investigator, Nasik Road.
60	Professor of Entomology, College of Agriculture, Poona.
61	Enquiry Officer, City Survey Office, Faizpur, East Khandesh.
62	Enquiry Officer, City Survey Office, Gokak, Belgaum.
63	Provincial Officer in charge Cotton Forecast Improvement Scheme, Bombay Presidency, Poona.
64	All Educational Supervisors, Co-operative Societies, in the Bombay Province.
65	District Superintendent of Police, Nasik (for Target work).
66	Chairman, National Service Labour Tribunal, Bombay.

APPENDIX V.

Officers of the Central Government who are supplied with peons' Clothing on payment.

Serial No.	Name of Officer.
1	The Meteorologist, Colaba Observatory, Colaba, Bombay.
2	The Director General of Observatories, Poona.
3	The Senior Presidency Chaplain, St. Thomas Cathedral, Bombay.
4	The Lord Bishop of Bombay.
5	The Naval Store Officer, R. I. N. Dockyard, Bombay.
6	The Chaplain, Church of Scotland, St. Andrew's Church, Poona.
7	The Central Intelligence Officer, Bombay.
8	The Deputy Assistant Director General (Medical Stores), Byculla, Bombay.
9	The Registrar of Companies, Bombay.
10	The Accountant General, Bombay.
11	The Controller of Inspection, Indian Stores Department, Bombay Circle, Bombay.
12	The Examiner, Local Fund Accounts, Bombay.
13	The Controller of Purchase, Indian Stores Department, Bombay.

Note.—Besides the officers noted above, some officers of the Government of India, usually send their requisitions for Umbrellas and Kamblis, etc., required for their office peons, watchmen, etc., and they are ordered by this Department for direct supply by the contractors *on payment* by the officers concerned.

APPENDIX VI.

Articles as per annual indent form and supplied on a fixed scale at stated periods.

Item.	Description.	Scale and remarks.
4	Blotting Paper, Ordinary	12 sheets per clerk and 12 to 24 sheets for Gazetted officers and Principal Assistants, per year.
5	Blotting Paper, Superior	For the High Court Judges and for Government House.
17	D. O. Letter Paper, single, 9″×7″, embossed "Government of Bombay."	These are meant for D. O. and confidential correspondence and Heads of offices and a few other officers can use them for such purpose *vide* Government Resolution, General Department, No. 1185, dated 14th August 1930. The scale of Envelopes is 50 of Foolscap and 100 of Note size per annum. For details see Chapter XIII.
19	D. O. Note Paper, single, 7″×4½″ embossed "Government of Bombay."	
23	D. O. Envelopes, Foolscap size, 9½″×4½″ end opening.	
24	D. O. Envelopes, Note size, 4¾″ × 3¾″ side opening.	
54	Paste, liquid, in 5 ozs. bottles with tops and brushes.	For use of Heads of Offices and Principal Assistants. The scale is 4 bottles per head per annum. The supply in large bottles is introduced as a measure for economy, their contents being poured in 5 oz. small bottles when available.
54A	Paste, liquid, in 16 ozs. large bottles without tops and brushes.	
54B	Paste, liquid, in 20 ozs. large bottles without tops and brushes.	
58	Ink, liquid, concentrated, blue black, superior, in 4 ozs. glass bottles, sufficient to produce 24 ozs. good ink.	For Officers' use only. The supply in small bottles saves transit and packing charges. Three bottles are sufficient for one officer every year.
59	Ink, Blue, Black, liquid, Indelible, in 25 ozs. bottles.	For writing cheques and R. T. Rs. only, *vide* Government Resolution, Finance Department, No. 1297, dated 17th July 1922.
60	Ink Powder, Blue Black, in paper packets each to produce 24 ozs. good liquid ink.	For clerical and other ordinary use. 4 packets are sufficient for a clerk per annum. Supply of powder in packets saves a lot on packing and transit charges.
61	Ink, Red, in crystals (Fuchsine), in tins of ¼, ½ and 1 oz. each.	For clerical use. One tin of ¼ oz. produces 24 ozs. good liquid ink.
62	Ink, Superior, Blue Black, liquid, in 28 ozs. bottles.	This is a substitute for Stephen's foreign ink and is used by the Judicial Department for writing judgments, and for writing registers of the Registration Department (Government Memorandum, Revenue Department, No. 3508/33/2236-E, dated 4th April 1939). 3 bottles are sufficient for an office per year.
63	Ink, Blue Black, liquid, for use with fountain pens, in 4 ozs. bottles.	For use of officers who use their private pens. Four bottles per year are sufficient for an officer.
66	Needles, small, 2½″ long.	For stitching papers, etc., and for sewing small parcels respectively, and are supplied to the extent of the average consumption.
67	Needles, large, 3½″ long (Dabhans).	

Item.	Description.	Scale and remarks.
68	Nibs, Steel, Fireman.	The scale laid down is 50 Nibs of either kind per annum for each clerk and officer. The Revenue offices in the District of Kolaba are supplied from 50 to 72 nibs per head *vide* Government Resolution, General Department, No. 3759/28, dated 29th November 1929. Since Heads of offices and Principal Assistants are using fountain pens, no demand should be made in the indent on their account, as far as possible.
69	Nibs, Steel, Latem.	
70	Nibs, Steel, Haldankar's (Maharashtra) similar to Relief.	
71	Nibs, Steel, Hindu (Nawab) for vernacular writing.	
73	Nibs, Steel, J. Gilt.	
74	Nibs, Steel, No. 027 Broad point.	
76	Nibs, Steel Rani pens (Malvan Pens) similar to Relief.	
77	Nibs, Steel, Irresistible No. 1405, (Substitute for Relief).	
78	Nibs, Steel, Waverly, small.	
79	Nibs, Steel, No. 9 Correspondence, pointed.	
80	Nibs, Steel, No. 10 Correspondence, medium.	
81	Nibs, Steel, No. 11 Correspondence, broad.	
84	Pencils, Black lead, Soft ..	The scale allowed is 4 pencils per annum per head of either kind.
85	Pencils Black lead, Middling ..	
86	Pencils, Black lead, Hard ..	
87	Pencils, coloured, blue, hexagonal	Only 4 pencils are allowed per annum for the use of officers and accountants.
88	Pencils, Copying (Indelible) ..	These are allowed to the extent of the actual consumption for preparing duplicate or triplicate carbon copies of bills, receipts, passes, etc.
89	Pencils, coloured, green, hexagonal	These are mainly for Audit purposes and 4 pencils are allowed per auditor per annum.
90	Pencils, coloured, Red, hexagonal .	4 pencils only per annum for the use of officers and accountants.
91	Pencils for Shorthand Writers (Stenographers).	1 Dozen pencils are sufficient for a stenographer for a year working 4 hours a day continuously.
92	Pencils, Slate ..	For school purposes and are issued to the extent of the actual requirements.
93	Penholders, Ordinary, for clerks ..	The scale laid down is 2 holders per head per annum. 4 holders are allowed for Revenue Establishments only as per Government Resolution, General Department, No. 1538, dated 2nd March 1926.
94	Penholders, Superior, for officers.	
95	Pens, Reed, 7″ long ..	For vernacular writing only when required.
99	Pins, Drawing, Brass, large, $\frac{3}{4}$″ diameter.	For drawing purposes and for fixing papers, notices, etc., on boards.
100	Pins, Drawing, Brass, small, $\frac{1}{2}$″ diameter.	
105	Silk Cord bundles	For Judicial Departments only, for binding documents and briefs, etc.
117	Taper Wax, Red, in sticks ..	For personal use of officer when on tour, at 3 sticks per year.

Item.	Description.	Scale and remarks.
118	Mulmul, Pieces, 18″×18″, for cleaning typewriters.	3 Pieces for one machine per year.
119	Erasers for typewriter use ..	1 Eraser per machine per year.
120	Oil for typewriter use, in 1 oz. bottle.	1 Bottle per machine per year.
125	Ribbons, Black record for Standard Remington.	Ribbons in only black record colour are supplied. The length of a ribbon for standard typewriter is 12 yard and that of a portable one is 6 yard. Six to eight ribbons are quite sufficient for one typewriter every year, where the machine is continuously used during the day. Where the work is small, the demand should be made to the extent of the actual requirements. *These are of German make and only a couple of typewriters of each make might be in use. Ribbons for Standard Remingtons can be used for them when rolled on the existing spools.
126	Ribbons, Black record for Portable Remington.	
127	Ribbons, Black record for Standard Royal.	
128	Ribbons, Black record for Portable Royal.	
129	Ribbons, Black record for Standard Imperial.	
*130	Ribbons, Black record for Portable Imperial (Regent).	
131	Ribbons, Black record for Standard Oliver.	
134	Ribbons, Black record for Portable Corona.	
135	Ribbons, Black record for Standard Underwood.	
135A	Ribbons, Black record for Portable Underwood.	
136	Ribbons, Black record for Standard Woodstock.	
*137	Ribbons, Black record for Standard Olympia (A. E. G.)	
*137A	Ribbons, Black record for Portable Bijou.	
*137B	Ribbons, Black record for Standard Ideal.	
*137C	Ribbons, Black record for Standard Mercedes.	
140	Developine, in 1 oz. bottles ..	For the use of flat and rotary duplicators. One bottle is enough for use during one year.
141	Ink, Black, for Rotary Duplicators in 8 ozs. tins or tubes.	The consumption depends on the amount of work turned out and the demand should be made to the extent of the actual requirements.
142	Ink, Black, for Flat Duplicators in 7 ozs. tins or tubes.	
143	Obliterine, in 1 oz. bottles, for use of duplicators.	One bottle is enough for a machine during one year.
157	Silk Sheets, Foolscap, 13½″×8½″ for use with Stencils.	2 Sheets are enough for use during one year.
158	Tissue Books for drying copies ..	The demand should be made to the extent of actual requirements.
159	Varnish for Stencils in 1 oz. bottle.	Only 1 bottle is sufficient.
160	Ink, Facsimile, in 6 ozs. bottles ..	This is used for taking copies in books on copying machines. The demand should show the actual requirements.
163	Correcting Fluid, in 1 oz. bottles ..	For use with Gestetner's Rotary duplicators. Two bottles of each are sufficient.
164	Durolene in 1 oz. bottles.	
165	Ink Tubes (Black) in 1 lb. or 8 ozs. capacity for use with Gestetner's Rotary Duplicator.	The consumption depends on the amount of work and the demand should be made to the extent of actual requirements.
175	Daters, Perpetual (Rubber)	1 No. for an office use.

APPENDIX VII.

Articles of long duration as per annual indent form, supplied at stated periods.

Item.	Description.	Purpose and scale.	Remarks.
181	Bags, Canvas, small, 16″ × 7½″	For Postal purposes.	Items for which a fixed scale is not prescribed, will be supplied to the extent of average consumption allowing every year only 50 per cent. of the average quantity admissible.
182	Bags, Canvas, large, 16″ × 12″.		
183	Bags, Canvas, waterproof, 17″×12″.	For Police Officers ..	
186	Bells, Call	For Officers' personal use.	
188	Brushes, hard, for cleaning types.	One No. of each per machine per year.	
189	Brushes, soft (long handle), for cleaning machines.		
192	Cloth, oil, black, 51″/52″ wide ..	For covering records in the monsoon.	
193	Erasers, Ink and Pencil ..	1 No. per head every two years.	
207	Oil Cans for typewriter's use ..	1 No. per machine ..	
208	Pads, small, 3¼″ × 2¼″, for taking thumb impressions and for use of rubber stamps.		
210	Penknives, desk	1 No. per head ..	
214	Pens, wheel, for writing on flat duplicator.	1 Pen per machine ..	
218	Portfolios, Foolscap ..		
226	Scissors, 6½″ long	1 No. for each section, every 2 years.	
204	Locks, Pad, ordinary, Iron, Galvanized, 2½″.	For locking up office doors and boxes, etc.	33⅓ per cent. of the average to be allowed every year. Old locks to be sent to the stationery office for inspection and repairs if possible.
205	Locks, Pad, ordinary, Iron, Galvanized, 2″.		
206	Locks, Pad, ordinary, Iron, Galvanized, 1½″.		
215	Pin cushions, ordinary, for clerks.	1 No. per head ..	
216	Pin cushions, superior, for officers.		

Item.	Description.	Purpose and scale.	Remarks.
191	Clips, Spring (Bull Dog) ..		20 per cent. of the average will be allowed every year.
209	Paper Weights, Glass ..	2 Nos. per head ..	
212	Pens, Stylus, for writing on flat cyclostyles.	1 No. per machine .	
213	Pens, Stylus, for writing on Rotary duplicators.		
227	Slate, School, 11″ × 9″ ..	1 No. per student ..	
185	Baskets, waste paper, cane, superior.	1 No. per head ..	
187	Blotters, wooden, hand ..	1 No. for officer's use only.	10 per cent. of the average to be supplied every year.
194	Glasses for water for table use.	1 No. per head ..	
195	Hones for sharpening penknives	1 No. for each small office and 1 No. for each section of a large office.	
197	Round Pewter Inkstands for black ink and red ink too.	2 Nos. per head ..	
198	Inkstands, China, Brown, with corks.	For out-door work ..	
199	Ink wells, China, for R. P. Inkstands.	When required to replace broken ones.	
211	Pen Racks	1 No. for officer ..	
217	Pokers (Bodkins)		
219	Punches for cancelling Court-fee stamps.		
228	Tiles, China, 6″ × 6″ for thumb impression.		
184	Baskets, cane, paper, 15″ × 10″ × 3″ (correspondence trays).	One for each officer and one for each section of an office.	5 per cent. to be supplied every year.
229	Zinc Plates, 14″ × 9″ for writing with pencil carbon.		
200	Locks, Brass, Pad, superior, 3½″	For the use of Treasury Rooms, and for strong Treasury Boxes.	To be supplied only when those in use are found unsuitable and unserviceable.
201	Locks, Brass, Pad, superior, 3″		
202	Locks, Brass, Pad, superior, 2½″		
203	Locks, Brass, Pad, superior, 2″		

Item.	Description.	Purpose and scale.	Remarks.
220	Rubber Rollers, 3″, for thumb impression.		Old articles should be produced for inspection of the indenting officer, before new articles are asked for.
221	Rubber Rollers, large, 8″, for duplicators.		
222	Rulers, round, long, 24″ ..	1 No. of either for officers' use and one No. of either for each section.	Old articles *vide* Items 200 to 203 and 225 should be sent to the stationery office for inspection and repairs if possible in the first instance.
223	Rulers, round, short, 18″ ..		
224	Rulers, flat, short, 18″ ..		
225	Scales, letter, brass, to weigh up to 8 ozs.	One for an office ..	
225A	Weights, brass, for the above scale, in sets of tola weights.	One for an office ..	
226B	Weights, brass, for the above scale, in sets of oz. weights.	One for an office ..	

APPENDIX VIII.

Articles as per annual indent form, supplied on the basis of the average annual consumption.

Item.	Description of articles.	Remarks.
1	Paper, Badami, F'cap folio, 6 lbs., superior.	For ordinary routine work and for type-writing purposes.
2	Paper, Badami, F'cap, broad, 12 lbs., superior.	This is in full foolscap sheet and is intended for statement work.
3	Paper, Badami, Quarto, 3 lbs., superior.	For ordinary routine work and for typing small letters.
6	Boards, Straw, 1¼ lb. 25″ × 30″ ..	These are used for placing on clerks' tables in lieu of writing pads and are also used for binding work by officers who have book-binders on their establishments.
7	Carbon Paper, Demy size, black, one-sided, 17½″ × 22½″.	This is used for making pencil copies and is supplied to such officers who have to prepare and pass duplicated or triplicated bills and receipts. It is a paper of large dimensions and being costly, should be carefully used, with suitable pieces cut to the required size.
8	Carbon Paper, Zanetic, F'cap, 13½″ × 17″.	This is intended for taking copies with writing pens and is mainly intended for the Judicial and Registration Departments.
9	Paper, Cream Wove, F'cap folio, 7 lbs., half sheet.	*Vide* remarks against items 1 to 3. Paper under Nos. 9 to 11 is a superior white paper and should be used only for important correspondence by Heads of Departments and the Departments of the Secretariat.
10	Paper, Cream Wove, F'cap, 14 lbs., full sheet.	
11	Paper, Cream Wove, Quarto, 3½ lbs., ¼ sheet.	
12	Paper, Cream Laid, F'cap folio, 6 lbs., half sheet.	
13	Paper, Cream Laid, F'cap, 12 lbs., full sheet.	
14	Paper, Cream Laid, Quarto, 3 lbs., ¼ sheet.	
15	Paper, Kraft, Double Demy, 30 lbs.	This is a tough and strong paper and should be used for wrapping and bundling up small unimportant parcels, to be sent by post.
16	Paper, Brown, thick, 50 lbs., 20″ × 30″.	To be used for covers of temporary files and for covers of books. The use of this paper should be restricted to a minimum as compilation covers, file-boards, etc. are supplied under standard forms in addition to this paper.
18	Marble Paper, F'cap, 13½″ × 17″ (assorted colours).	To be used for book-binding work by those who have book-binders on their establishment.
20	Paper, F'cap Badami, horizontally ruled with 33 lines, 12 lbs., 13½″ × 17″.	To be used for statement work. As ruled books are supplied separately, the use of these papers should be restricted to the minimum.
21	Paper, F'cap Badami, vertically ruled with 18 lines, 12 lbs., 13½″ × 17″.	
22	Tinted Paper, 22″ × 30″ in assorted colours.	For school purposes for drawing sketches and similar work.
25, 26, 27, 28	Books, Foolscap, ruled horizontally with 33 lines in different thickness of 1, 2, 3 and 4 quires.	For office registers of accounts and the demand should be made in conjunction with items Nos. 20 and 21 above, and strictly to the extent of the actual requirements.
29, 30, 31, 32	Books, Foolscap, ruled vertically with 18 lines in different thickness of 1, 2, 3 and 4 quires.	

Item.	Description of articles.	Remarks.
33	Books, ruled, quarto size, 48 leaves.	For taking notes by office clerks.
34	Books, Note, Pocket, leather bound, ruled.	For the use of the Public Works Department Officers for taking notes.
35	Books, Note, Pocket, paper bound, ruled.	For taking notes in general.
35A	Books, Note, Pocket, paper bound, small, ruled.	For the use of the Bombay City Police for taking notes.
36	Books, Note, for shorthand, ruled.	For Stenographers' use only. The demand should be restricted to the actual requirements.
37	Bricks, Bath, in pieces of 7 ozs. ..	For polishing peons' badges and brass fittings.
39	Chalk, white, lump (dust or stones).	For cleaning glass panes of office doors and windows.
40	Crayons, white, in boxes of 1 gross sticks.	For school purposes only.
41	Crayons, coloured, assorted, in boxes of 1 gross sticks.	For school purposes only.
42	Crayons, coloured, assorted, in boxes of 6 small sticks (Grey Hound pastels).	For school purposes only.
43	Cloth for book-binding in assorted colours.	For book-binding work.
44	Drill, white, 27″ broad, for repairing tents.	This will be supplied to officers possessing Government tents.
45	Dungry cloth, superior, 36″ wide.	For tying office records and for covers of Takyas and Gadis.
46	Dungry cloth, inferior, 30″ wide.	For sewing parcels of importance to be sent by post and for cleaning office furniture, etc.
47	Gunny cloth, 40″ wide ..	For sewing large bales and big parcels to be sent by rail.
48	Mulmul cloth, white, 45″/48″ wide, superior.	For mounting maps of the Forest and Public Works Department Officers.
49	Tracing cloth, 36″ wide, in rolls of 24 yards.	For tracing work to be done by officers of the Public Works Department, Forest Surveys and Schools.
50	Red Leather Covers, small, 14″ × 9″.	For file covers of the Revenue Department.
51	Red Leather Covers, medium, 14″ × 18″.	For file covers of the Revenue Department.
52	Red Leather Covers, large, 20″ × 26″.	For file covers of the Revenue Department.
53	Dusters, Coarse, 30″ × 30″ ..	For dusting office and for cleaning office furniture.
55	Glue ..	For binding book-work only.
56	Gum, Arabic	For miscellaneous office use. One lb. of dry gum gives fourteen 5 ozs. bottles of liquid gum and the demand should be based on the actual consumption.
57	Gum Brushes	For pasting gum to envelopes and for spreading ink on rubber stamp and thumb impression pads.
64	Laces for files, 33″ long with brass ends.	For correspondence files only.
65	Leathers, sheep, country, 20″ × 24″.	For book-binding work only.

Item.	Description of articles.	Remarks.
82	Gem Paper Clips in boxes of 100 Nos.	For holding papers together. All these articles can be used over and over again on being removed when the papers are filed, the demand should be restricted to the minimum.
96	Pins, Common, ¾″ long, in 1 oz. packets.	
97	Pins, Common, 1″ long, in 1 oz. packets.	
98	Pins, Common, 1¼″ long, in 1 oz. packets.	
101	Polish, Brass, in 1 oz. tins ..	For polishing brass fittings of doors and windows and electric buttons.
102	Reels, Thread (400 yards each) ..	For stitching papers together and for sewing small post parcels, etc.
103	Sand Papers, in sheets, 12″× 10″ (Nos. 0, 1, 1½ and 2).	For polishing rusty parts of instruments and fittings.
104	Seals, perfect, in boxes of 100 each.	Used for keeping papers and is rarely used.
106	Tags, Cotton, 4″ long, in bundles of 100 Nos.	For holding papers together. 4″ tags are meant for general demand by officers and 8″ are supplied to the Secretariat Departments only.
107	Tags, Cotton, 8″ long, in bundles of 100 Nos.	
108	Tape, White, Coarse, ½″ wide, in 7 yards bundles.	For tying records and papers.
110	Sewing Thread in 100 yards gundy.	For holding papers together.
111	Twine Balls, thin, in 1½ oz. balls ..	
112	Twine Balls, thick, in 1 lb. balls ..	For tying records and papers.
113	Twine, Jute (Bengal Twine) ..	For sewing bales, parcels and for general requirements.
114	Wax Cloth Pieces, 4 yards × 34″.	For covering small post parcels of importance during the monsoon.
115	Wax, Sealing, Red (16 sticks to a lb.).	For sealing confidential packets and post parcels, etc.
116	Wax, Sealing, Black ..	For sealing treasury doors, chests and locks.
121	Carbon Paper, Black, Foolscap folio, for Typewriter use.	One sheet gives, on an average, 20 clear and good impressions and the demand should be based on the actual requirements.
122	Paper, 4 lbs., Foolscap folio ..	For taking manifolding copies on typewriter. 4 lbs. is thick, 3 lbs. medium and 2 lbs. thin, and demand for each should be made according to actual requirements.
123	Paper, 3 lbs., Foolscap folio ..	
124	Paper, 2 lbs., Foolscap folio ..	
138	Ink, Black, in 1 oz. collapsible tubes.	For taking thumb impressions with the process of tin slabs or China tiles.
139	Ink, Black, in 1 oz. bottles ..	For taking thumb impressions with the process of tin slabs or China tiles for pads' use.
144	Paper, Roneo Impression, 6 lbs., Foolscap folio, for printing copies on Roneo and other Rotary Duplicators.	This is an absorbent paper and is very suitable for taking copies on Rotary Duplicators.
148	Stencil Paper, Hand, Wax, for flat Duplicators.	These papers are costly and are only to be used with the duplicators in use. The demand should be made correctly according to the model and make of duplicator in use and each demand should be supported by a sample to enable the Stationery Office to supply a correct article. The paper is delicate to handle. Hence every precaution is necessary in its demand as well as its supply.
149	Stencil Paper, Hand, Wax, for flat Red Seal Duplicator.	
151	Stencil Paper, Type, Waxless, 'T' fitting for Roneo.	
152	Stencil Paper, Type, Waxless, 5 cuts, simplex for Roneo.	
154	Stencil Paper, Type, Wax, 4 or 7 cuts, for R. R. R. Duplicator.	
155	Stencil Paper, Type, Wax, for flat Cyclostyles.	
156	Stencil Paper, Type, Wax, for flat Red Seal Duplicator.	

Item.	Description of articles.	Remarks.
161	Paper, Brown, Absorbent, 71 lbs., 22″ × 29″.	Used in the process of taking duplicate copies on Copying Presses.
162	Paper, White, Printing, 6 lbs., Foolscap folio.	This paper has no absorbing quality and therefore should be used with a hand-feeding duplicator such as flat Cyclo-styles, etc., for manifolding copies.
166	Stencil Paper, Type, Waxless, Multiholes, for Gestetner's Rotary Duplicator.	This is a costly paper and must be very carefully used. Attention is invited to the remarks against items Nos. 148 to 156 above.
172	Ink, Violet, in 1 oz. bottles for Rubber Stamps.	For spreading on pads for rubber stamp use. Only Violet ink is stocked and supplied.
173	Pads, Large, 6″ × 3½″ ..	For use of rubber stamps. The demand should be framed according to the sizes of the rubber stamps in use.
174	Pads, Medium. 4½″ × 2½″ ..	

APPENDIX IX.

Other articles not included in the annual indent form but supplied by the Stationery Office, Bombay.

Serial No.	Description.	Purpose.
1	Clips, Spring (Bull Dog), large size.	For the use of the Survey Department.
2	Canvas Bags, large and special ..	For the use of the Secretariat Departments.
3	Books, Day, Foolscap size ..	For the use of the Police Department.
4	Boxes, tin, 17½″ × 8″ × 5½″, black painted.	For the use of the Registration Department.
4A	Long Cloth, 34″/35″, for needle work.	For Primary School Leaving Examination for Girls.
5	Long Cloth, cotton, 36″, starched and unstarched.	For the use of the Medical Department.
6	Mulmul Cloth, cotton, 22″ ..	For the use of the Medical Department.
7	Mulmul Cloth, thick, superior, 65″.	For the use of the Medical Department.
8	Copy-holders for Typewriters ..	For holding matter to be typewritten.
9	Dusters, Glass, 30″ × 30″ ..	For the use of the Medical Department.
10	G. O. Envelopes No. 1 special, white.	For the use of Heads of Offices for imporant and confidential correspondence. Envelopes Nos. 2 and 4 are to be used as outer covers for confidential correspondence enclosed in Envelopes Nos. 1 and 3, respectively.
11	G. O. Envelopes No. 2 special, white.	For the use of Heads of Offices for imporant and confidential correspondence. Envelopes Nos. 2 and 4 are to be used as outer covers for confidential correspondence enclosed in Envelopes Nos. 1 and 3, respectively.
12	G. O. Envelopes No. 3 special, white.	For the use of Heads of Offices for imporant and confidential correspondence. Envelopes Nos. 2 and 4 are to be used as outer covers for confidential correspondence enclosed in Envelopes Nos. 1 and 3, respectively.
13	G. O. Envelopes No. 4 special, white.	For the use of Heads of Offices for imporant and confidential correspondence. Envelopes Nos. 2 and 4 are to be used as outer covers for confidential correspondence enclosed in Envelopes Nos. 1 and 3, respectively.
14	Ink, Jet Black, in 24 ozs. bottle for Photo system.	For the use of the Registration Department.
15	Ink, Black, in 1 oz. bottles, for rubber stamps for Photo system.	For the use of the Registration Department.
16	Ink, Liquid, Scarlet; superior, in 20 ozs. bottles.	Superior writing liquid scarlet ink for the use of Heads of Offices and Principal Assistants.
17	Inkstands, Excise, with leather belts.	For use while on field service work.
18	Inkstands, Glass, Single, Superior.	For use of Heads of Departments.
19	Inkstands, Glass, Double, Superior.	For use of Heads of Departments.
20	Inkstands, Travelling, with close stoppers.	For use of touring officers such as Auditors of Co-operative Societies, etc.
21	Metal Seals (lead), small ..	For use of the Registration Department.
22	Black Cord	For use of the Registration Department.
23	Mucilage (superior liquid gum), in 28 ozs. bottles.	For use in the Government House and for important work of the Survey Department.
24	Numbering Machines ..	With 4 to 6 figures—for numbering pages in big registers and books.
25	Pads for Numbering Machines.	
26	Pads, Linen, for Roneo Duplicators.	To be used with the Roneo Duplicator.
27	Red Paper Wafers of various sizes and descriptions.	For sealing documents in the several offices of the High Court, Bombay.
28	Penknives, Desk, Superior ..	For personal use of Heads of Departments.
29	Penknives, Pocket, Double Blade.	For personal use of touring officers and for drawing purposes.
30	Metal Polish, Liquid, in large tins.	For polishing drawing instruments and other brass fittings.
31	Punching Machines, large ..	For use of the Secretariat Departments for filing purposes.

Serial No.	Description.	Purpose.
32	Brass Weight in tolas ..	These are loose weights and can be supplied to officers when required.
33	Brass Weights in ozs. ..	
34	Straw Boards, 25″ × 30″ from ½ to 3 lbs. in different thicknesses.	For book-binding work and work of similar nature.
35	Towels, Honey Comb, 3′ × 2′ ..	For use of the Medical Department.
36	Towels, Turkish, 3′ × 2′ ..	
37	Twine, Cotton, Extra thick ..	For use of the Secretariat Departments for tying large canvas bags of post to be sent to Camp Offices.
38	Carbon Paper, Brief size, 13½″ × 17″.	For typing statements of a large size.
39	Kraft Paper, Thick, 110 lbs., 29″ × 45″.	For covers of office files, etc.
40	D. O. Note Papers, single, embossed Green, for M. L. As.	For use of the Members of the Bombay Legislative Assembly and Council. (Supplied on payment.)
41	D. O. Note Papers, single, embossed Red, for M. L. Cs.	
42	D. O. Letter Papers, single, embossed Red, for M. L. Cs.	
43	D. O. Envelopes, large, embossed Red, for M. L. Cs.	
44	D. O. Envelopes, small, embossed Red, for M. L. Cs.	
45	Paper for Typewriter, 6 lbs., Brief size, 13½″ × 17″.	For copies of statements of a large size.
46	Paper, Watermarked, Cream Wove, 28 lbs., 17½″ × 22½″, for printing cheques, R. T. Rs. etc.	For supply to Government Press for printing cheques, etc.
47	Thread, Cotton, for book-binding ..	For Book-binding work.
48	Clocks and Time-Pieces. ..	*Vide* Chapter No. XV.
49	Safes and Treasury Chests ..	
50	Cash Boxes	
51	Despatch Boxes	
51A	Steel Cabinets and Card Index ..	
52	Badges for Bailiffs of the Judicial Department.	*Vide* Chapter No. XII.
53	Badges for peons and petty amaldars in Government offices.	
54	Metal Seals for sealing purposes and for stamping documents.	*Vide* Chapter No. XI.
55	Rubber Stamps	*Vide* Chapter No. XIV.
56	Umbrellas and Kamblis ..	*Vide* Chapter No. VIII.
57	Electric Bulbs	*Vide* Chapter No. XVII.
58	Typewriters and Duplicators ..	*Vide* Chapter No. VI.
59	Cloth for peons' uniforms and other liveries..	*Vide* Chapter No. VII.
60	Cloth for Table covers ..	
61	Bicycles and Accessories ..	*Vide* Chapter No. IX.
62	Weighing Scales, large and small, iron, with Sets of Weights.	*Vide* Chapter No. X.
63	Cotton Carpets and Cotton Dhurries, Wooden Furniture, etc.	*Vide* Chapter No. XVIII.
64	*Drawing Materials*—	*Vide* Chapter No. XVI and *vide* description given in the indent form (Specia Stationery No. 4) as per Form No. 4 in Appendix XII.
	(*a*) Papers	
	(*b*) Colours	
	(*c*) Waterproof inks	
	(*d*) Pencils	
	(*e*) Books	
	(*f*) Cloth, Tracing	
	(*g*) Brushes	
	(*h*) Miscellaneous articles ..	

APPENDIX X.

(*Vide* page 108 of Financial Publication No. IX.)

Articles classified as "Petty Supplies".

1. Attar and Rose-water.
2. Arrowroot (Medical).
3. Bottles for oil, etc.
4. Boxes (Office).
5. Brooms.
6. Boxes (Bamboo's).
7. Candles.
8. Charcoal or other fuel.
9. Chicks (Blinds of split bamboos).
10. Corks.
11. Colour, country.
12. Cotton (Wicks).
13. Ice.
14. Kerosene Oil.
15. Lamps.
16. Lanterns.
17. Lime (Medical).
18. Lime Juice (Medical).
19. Matches.
20. Mats.
21. Money Bags.
22. Mixture to prevent destruction of records by white ants, etc.
23. Nails.
24. Net Bags.
25. Oil.
26. Privy Pans.
27. Ropes.
28. Rat traps.
29. Screws.
30. Soap (Country and Foreign).
31. Strychnine powder and such other articles for killing stray dogs.
32. Sweet Oil.
33. Tubs for bath.
34. Vinegar.
35. Water pots.
36. Washing floor cloth.
37. Weather frames.
38. Any other petty items of a perishable nature costing Rs. 5 or less, not specially mentioned.

APPENDIX XI.

IMPORTANT STANDING ORDERS OF GOVERNMENT LAYING DOWN GENERAL PRINCIPLES OR CONTAINING STATEMENTS OF POLICY.

Standing Orders.

Government orders laying down general principles or containing statements of Policy.

Question of incorporation of, in departmental manuals issued with the sanction of Government.

(G.R., G.D., No. 919/33, dated 13th September 1935.)

Government are pleased to direct that all important orders of Government laying down general principles or containing statements of policy, should, in future, be invariably included in the appropriate departmental Manuals compiled for official use.

2. Government have no objection to the inclusion of such orders in the official publication, which is available to the public or in a non-official publication issued with the sanction of Government provided that such inclusion is previously approved by Government and provided also that it is made clear in the publication that the orders of Government or the statements of policy included therein are liable to alteration and are not binding on Government.

Cheques.

Measures to minimise chances of frauds.

(G.R., F.D., No. 1297, dated 17th July 1922.)

In order to minimise chances of frauds in connection with Government cheques, remittances, transfer receipts, supplementary bills and Treasury Orders, it has been suggested that the forms of these should be printed in fugitive ink. The Superintendent, Government Printing and Stationery, is accordingly requested to make arrangements for the printing of the forms for cheques, etc., in fugitive ink and to obtain from the Controller of Printing and Stationery, Calcutta, a supply of the Calcutta Stationery Office Registration Ink which has the necessary indelible properties. Direct that cheques, remittance transfer receipts, supplementary bills and treasury orders should invariably be written in this ink. The Stationery Office should supply the ink to all indenting officers. The following officers generally draw cheques or have to issue remittance transfer receipts, supplementary bills or treasury orders :—

Divisional Forest Officers.
Mint Master, Bombay.
Collector of Customs, Bombay.
Chief Accounts Officer of Customs, Salt and Excise, Bombay.
Commissioner of Customs, Salt and Excise, Bombay.
Chief Collector of Customs in Sind.
Accountant General, Bombay.

Government Printing.

Government sanction for new jobs.

[G.R., R.D., No. P-18(2), dated 23rd November 1922.]

Heads of Departments are informed that they can indent on the Press for those forms only which have been sanctioned and are in stock. Any officer requiring a new form or any new work printed which has not been sanctioned, must obtain the previous sanction of Government.

Fair Representation of all castes.

(G.R., F.D., No. 2610, dated 12th December 1925.)

In partial modification of the schedule attached to Government Resolution, No. 2610, dated 5th February 1925, and with reference to paragraph 2 of Government Resolution

No. 2610, dated 26th October 1925, the Governor in Council is pleased to direct that Christians of European and Allied races, and those known as Anglo-Indians, Goans, East Indians and Mangalorians, should be regarded as belonging to the advanced classes, while all Indian Christians not included in the above classes should be treated as backward for the purposes of recruitment to clerical posts throughout the Presidency of Bombay.

Desk Diaries.

Date of Indents.

(G.R., G.D., No. 4141, dated 30th April 1925.)

Directs that all heads of departments should communicate their requirements for desk diaries to the Manager, Yeravda Prison Press, by 1st of September each year at the latest.

Note Books with Leather covers.

(Letter No. 7689, dated 26th September 1924, from the Superintending Engineer, Central Division, Poona.

For outdoor establishments of the Public Works Department, note books with leather covers may be supplied in future instead of books with ordinary paper covers which is flimsy.

Pitman's Special Pencils for Legislative Council reporters.

(Letter No. 5812-G, dated 28th January 1925, from the Secretary to Government, General Department.)

Directs that only "Pitman's Special Pencils" for reporting purposes should be stocked and supplied to indenting officers.

Sparling Locks for Chubb's Locks.

(G. D. L. No. 5627C, dated 8th August 1924.)

Refers to letter No. 3773, dated 7th July 1924, from the Superintendent, Government Printing and Stationery, and states that Sparling Locks should be supplied in future in lieu of Chubb's Locks hitherto supplied. These were subsequently replaced by Godrej's locks by an office order.

Supply of Ink Powder to the Registration Department.

(Letter No. AD-102, dated 3rd September 1924, from the Inspector General of Registration, Poona.)

Approves of the proposal to supply ink powder in packets to the Officers of the Registration Department.

Stationery to Village Munsiffs.

(Para. 2 of G.R., H.D., No. 9224, dated 19th February 1926.)

Directs that the local purchase of stationery articles for village munsiffs should cease in future. The Subordinate Judges should include the annual requirements of these officers in their own office indents for stationery on the Stationery Office.

Penholders.

Increased scale to Revenue Clerks.

(G.R., G.D., No. 1538, dated 2nd March 1926.)

The ordinary penholders at present supplied by the Stationery Department are of poor quality, the penholders supplied to the public on the counter are either spoiled, or broken

and the present scale does not allow for breakage or loss. The Commissioner, Central Division, therefore recommended that the scale of penholders to Revenue Department establishments should be raised from 2 to 4 and this was agreed to by Government.

Stationery on payment to Section writers of District Courts.

(G.R., H.D., No. 1380/2, dated the 24th August 1927.)

Directs that stationery articles for the use of Section writers of District Courts should be purchased from the Superintendent, Government Printing and Stationery, on payment.

The Paper to be supplied should bear the usual watermark "Government of Bombay".

Extravagance of Forms and Stationery.

(G.M., G.D., No. 1538/6196G, dated 13th June 1927.)

The Superintendent, Government Printing and Stationery, is directed to report to Government all cases in which indents are clearly prepared on an extravagant scale and without proper attention to the orders of Government giving the names of the officers responsible and the items which are obviously extravagant.

Home Indents.

Procedure regarding transmission of —

(G.R., G.D., No. 356, dated the 28th October 1927.)

With reference to rule 10 of the Provincial "Rules for the supply of articles for the public service" framed by the Government of Bombay, the following procedure was proposed to be adopted in connection with the transmission of indents to the Director General of Stores, India Store Department, London :—

"On receipt of the indent by the Indian Store Department, that Department will scrutinize it with a view to ascertaining whether any of the items can be obtained in India in conformity with the Rules. If the indent contains any such items, it will be forwarded to the Director General of Stores, with the particular item marked "Suspend" and he will be advised that no action should be taken to supply the item until further instructions are received from the indenting officer. Simultaneously with the transmission of the indent to the Director General of Stores, the indenting officer will be informed of the action taken by the Indian Stores Department on the indent, and asked to intimate to the Director General of Stores, and the Indian Stores Department, the action which he desires to be taken in regard to the items in question."

Petitions and Memorials.

Submission of —

(Government G.D. Circular No. 5562, dated 13th October 1927.)

The Government of Bombay are pleased to direct that copies of memorials addressed to Government, which under the rules are required to be submitted through local and controlling authorities should not be forwarded by any Memorialist direct to Government.

Exchange Calculation of payments in Sterling money.

(Government F.D. Circular No. 2874, dated 13th October 1927.)

Directs that in supersession of all previous orders provision in budget estimates on account of all payments to be made in England should be calculated at the rate of Rs. $13\frac{1}{3}$=1£ and that no separate provision for exchange should be made on account of such transactions.

Indian Inks:

Supply of —.

(G.R., G.D., No. 2311, dated 29th November 1927).

In supersession of Government Resolution, Home Department, No. 2770, dated 21st June 1923, regarding the supply of Stephen's Inks to Government offices, Government are pleased to direct that Indian Inks should be purchased in future for supply to Government offices in lieu of Stephen's or Mayall's Inks.

Desk Diaries.

Supply of, to Central Officers.

Letter No. C.P.O. 99/16/27, dated 28th January 1928, from the Deputy Controller of Printing, Central Printing Office, Delhi, to the Superintendent, Government Printing and Stationery.

"In supersession of all previous orders on the subject, the officers in charge of the Presses of the Provincial Government are hereby informed that with the approval of the Government of India, desk diaries printed by the Provincial Governments should in future be supplied to Central Officers located in the Province *on payment only*. The sanction of the Controller of Printing, Stationery and Stamps, or of the Central Printing Office is not necessary for such supplies."

Making full use of the rate and running contracts entered into by the Indian Stores Department.

(P. D. R. No. 6854, dated 16th December 1929.)

Draws attention of all purchasing authorities to the desirability of making full use of the system of rate and running contracts entered into by the Indian Stores Department for the purchase of large varieties of stores. This system affords a valuable means of securing the objects of economy in purchase and the avoidance of the accumulation of stocks. If desired by the indenting officers, the Indian Stores Department will make arrangements to enable such officers to place requisitions direct on the contractors concerned for any description of stores covered by the rate and running contract.

2. The rate contract is a contract for the supply of stores at fixed rate during the period covered by the contract. No quantities are mentioned in the contract, and the contractor is bound to accept any order which may be placed upon him at the rates specified. Favourable quotations are usually obtained for this type of contract because the contractor is assured of regular demands. It has the further advantage to the indentor of enabling him to obtain his stores as and when required without the delay involved by calling for tenders for each demand.

A running contract, on the other hand, is a contract for the supply of an approximate quantity of stores at a fixed price during a certain period. The great advantage of this type of contract is that it enables the small indentor to obtain the advantage of prices quoted for large quantities.

Rejection of stores purchased and Inspected by the Indian Stores Department.

Memorandum No. D.158 (87)-*b*, dated 11th January 1930, from the Chief Controller of Stores, Indian Stores Department, New Delhi, to the Superintendent, Government Printing and Stationery, Bombay.

States that the Indian Stores Department being the contracting party, the final rejection of stores lies with its competence alone and that therefore it is not permissible for an indenting officer or consignee to reject stores which have been accepted by that Department. In cases in which an indenting officer considers that grounds for the rejection of such stores exist, a full report should be forwarded to the Indian Stores Department Inspectorate concerned and the goods complained of set aside pending final disposal.

Levy of departmental charges by the Stationery Office.

(G.R., G.D., No. 5013, dated 28th November 1929.)

Government are pleased to direct that in future a departmental charge of 10 per cent. should be levied on all articles supplied on payment to (*a*) the Commercial departments of the Government of Bombay, (*b*) the Central offices in the Bombay Presidency, (*c*) other Governments, and (*d*) the Development Department and the Lloyd Barrage Department. As supplies of stationery to Local Boards are not supplied without the express sanction of Government, the question of recovery does not arise.

Nibs. Supply of —.

to officers and clerks in the Kolaba District.

(G.R., R.D., No. 3759/28, dated 29th November 1929.)

The supply of nibs to the officers and clerks in the Kolaba District Collectorate should be increased from 50 to 72 per head per annum, as recommended by the Commissioner, Southern Division.

Power to transfer men from one Press to the other.

(Para. 2 of G.R., G.D., No. 5836, dated 14th August 1928.)

Government are pleased to direct that the power to transfer men from one press to the other for short periods should be delegated to the Superintendent, Government Printing and Stationery, in the interest of Government work.

Ribbons. Supply of —.

Only in black colour.

(G.R., G.D., No. 2367, dated the 9th July 1928.)

In Government Resolution, General Department, No. 2367, dated 22nd April 1926, it is directed that ribbons only of black colour should be supplied in future on the score of economy.

In the orders of 9th July 1928, Government have decided that no two coloured ribbons should be supplied on any ground.

Instructions to Executive Officers for entering into contracts. (Government Resolution, Finance Department, No. 5252, dated 16th June 1930).

* * * * * *

(1) The terms of a contract must be precise and definite, and there must be no room for ambiguity or mis-construction therein.

(2) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.

(3) Standard forms of contracts should be adopted wherever possible, the terms to be subject to adequate prior scrutiny.

(4) The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.

(4*a*) Cases involving revision of fixed rates specified in contracts should be referred to Government in the Administrative Department concerned for orders.

(5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.

(6) Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited, and in cases where the lowest tender is not accepted, reasons should be recorded.

(7) In selecting the tender to be accepted, the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

(8) Even in cases where a formal written contract is not made, no orders for supplies should be placed without at the least a written agreement as to price.

(9) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.

(10) The Auditor General and under his direction, other Audit authorities, have power to examine contracts and to bring before the Public Accounts Committee any cases where competetive tenders have not been sought, or where high tenders have been accepted or where other irregularities in procedure have come to light.

Free supply of stationery to the whole office staff of the Chief Translator, High Court, Bombay. (for both the Appellate and Original sides.)

Home Department letter No. 8243/2-B, dated 22nd November 1930, to Registrar, High Court, Appellate Side, Bombay. (Copy to Superintendent, Government Printing and Stationery, No. 8243/2-B of date).

Conveys the sanction of Government to the proposal that the Chief Translator, High Court, Bombay, should prefer independently a consolidated indent on the Stationery Office for stationery for the whole of his office staff on both the Appellate and Original sides from the year 1931-32.

Printing of Special Forms.

(G.R., G.D., No. 3450, dated 1st December 1930.)

In order to avoid delay in the printing and supply of special forms by the Presses, Government are pleased to direct that in future the Controlling officers should first consolidate the requirements of all the officers subordinate to them and forward the consolidated indents to the Superintendent, Government Printing and Stationery, for compliance before the date fixed by Government.

Free supply of Stationery to the Clerk of the Crown, High Court, Bombay.

(H.D.R. No. 6252/2-V, dated 23rd August 1930.)

Paragraph 3 of the Resolution sanctions the free supply of stationery articles to the Clerk of the Crown, Bombay, for his office use.

Supply by book adjustment, i.e. on payment to the officers of the Government Observatory in the Presidency. (Peons' Liveries.)

(G.R., F.D., No. 8002-B, dated 14th July 1930.)

Sanctions the supply of peons' clothing to the peons of the Director General of Observatories for the Meteorological Office at Poona, from the year 1930 onwards on indent. The charges on account of the supply of cloth and other articles should be met by book-adjustment.

Free supply of Clocks and Time Pieces.

(P.W.D.M. No. 9898-A, dated 20th June 1930, to the Superintending Engineer, Southern Circle, Belgaum.

(1) It is not necessary for Executive Engineers to make provision for clocks and time pieces in their tools and plants estimates.

(2) Sanction of the Chief Engineer is necessary for replacing unserviceable clocks or time pieces, *vide* paragraph 706(*d*) of the Bombay Public Works Department Manual.

(3) Time Pieces will also be supplied *free of charge* by the Superintendent, Government Printing and Stationery.

Supply of typewriter on loan at a monthly rent of Rs. 5 to Chargeable Officer.

(G.R., G.D., No. 1806, dated 8th April 1930.)

Letter No. A.B. 4224, dated 22nd February 1930, from the Superintendent, Government Printing and Stationery.

RESOLUTION.—The action of the Superintendent in supplying a typewriter to the Secretary, Banking Enquiry Committee on loan on a monthly rent of Rs. 5 per machine is approved.

2. Government are pleased to authorise the Superintendent to supply a typewriter on loan to a chargeable officer provided that the officer is willing to pay a monthly rent of Rs. 5 per machine.

Additions to Electric Installation.

(G.R., P.W.D., No. 4067/27-M, dated 7th June 1930.)

States that all Electric Installations in Government buildings are under the administrative control of the Electrical Department. Funds for their maintenance and for additions and alterations are to come from the head "41-Civil Works—Provincial". The administrative approval is to be given by the officer requiring the work if the cost is within the powers of administrative approval and in other cases by the administrative department concerned.

Stationery.

Discontinuance to Military Officers.

(G.R., G.D., No. 7436, dated 29th January 1930.)

(Para. 2 of G.R., G.D., No. 7436, dated 3rd October 1929.)

Government are pleased to direct that the Stationery Office should discontinue the supply of articles of stationery to the Military Officers mentioned at serial Nos. 6–39 in the list embodied in Government Resolution No. 7436, dated 3rd October 1929. Further lays down that Central Officers can obtain stationery articles from local Government only with the specific sanction of the Controller of Printing and Stationery, Calcutta.

Bicycle Accessories.

(P.W.D. M. No. 9898-A, dated 24th March 1931.)

With reference to paragraph 2 of his letter No. G 111/S.C., dated 31st January 1931, the Superintending Engineer, Southern Circle, is informed, with compliments, that he should keep with him a small stock of bells, spokes, and such other articles of Bicycle accessories as may be usually required by him to keep the bicycles in working order by indenting on the office of the Superintendent, Government Printing and Stationery, along with other articles. This will obviate the payment of higher prices for small requirements.

Stationery.

Economy in —

(G.R., G.D., No. 1185, dated 13th February 1931.)

Government are pleased to direct that as a measure of economy, all Departments of the Secretariat should use in future, Cream Wove Paper of Indian manufacture for ordinary drafts, notes and letters of minor importance.

Printing and Stationery.

(G.D.M. No. S. 42-C, dated 7th/9th January 1931.

The undersigned presents compliments to the Superintendent, Government Printing and Stationery, and with reference to his Memorandum No. P.B. 1908, dated the 28th November 1930, is directed to request that whenever any item of stationery or printing

according to particular requirements is likely to cost more than the ordinary rates for such items or work, he should invite the attention of the Department concerned immediately and before the final orders are passed.

Stationery on payment to Section-writers in Subordinate Courts.

(G.R., H.D., No. 1380/2-11, dated 9th December 1930.)

The Governor in Council is pleased to direct that articles of stationery required for the use of Section-writers of Subordinate Judges' Courts in the Presidency proper should in future be obtained from the Stationery Office, *on payment*.

This was sanctioned on the plea that local prices are in many cases higher than those charged by the Stationery Office.

Supply of Chappals.

Government Home Department letter No. 8966/2-E, dated 17th June 1931, to the Superintendent, Government Printing and Stationery.

States that in modification of the orders contained in paragraph 5 of the Government Resolution, Home Department, No. 197-V, dated 20th August 1930, the following revised arrangements have been made so far as they relate to the supply of Chappals:—

1. That during the current year, i.e. 1931–32, the Criminal Tribes Settlement deparment should supply the chappals required for use in the offices in the Bijapur District and the Criminal Tribes Settlement Officer should ascertain their requirements by direct communication with the officials concerned, the Jail Department supplying chappals to offices in the remaining districts.

2. That with effect from 1932/33, the Superintendent, Government Printing and Stationery should pass on for compliance to the Criminal Tribes Settlement Officer the indents for chappals received from the Bijapur, Dharwar and Sholapur Districts and to the Inspector General of Prisons similar indents received from all other districts.

Stock of Drawing Materials.

(P.W.D.M. No. 3612/27-W, dated 14th January 1931.)

Conveys the sanction of Government to the drawing colours required by the Executive Engineer, Special Irrigation Division, being stocked by the Superintendent, Government Printing and Stationery, Bombay.

Destruction of records regarding Accounts audited by the Indian Audit Department.

(G.R., F.D., No. 5320, dated 24th November 1931.)

RESOLUTION.—The following general principles are laid down with regard to the destruction of office records.

(*a*) The following should on no account be destroyed:—

Records connected with expenditure which is within the statute of limitation.

Records connected with expenditure on projects, schemes, or works not completed, although beyond the period of limitation.

Records connected with claims to service and personal matters affecting persons in the service.

(*b*) The following should be preserved for not less than the periods specified against them :—

Description of records.	Period of Preservation.
Annual Establishment Return (Books of Establishment)	35 years.
Register of Contingent Expenditure	5 years.
Detailed Budget Estimate of an office	5 years.
Travelling allowance bills and acquittance rolls relating thereto	3 years.
Service Books (5 years after retirement or death whichever is earlier).	
Leave accounts of non-gazetted servants (after death or retirement)	3 years.
Pension Cases (after retirement)	5 years.
Statement of monthly progressive expenditure and correspondence relating to discrepancies in figures.	2 years.
Mortality return of pensioners	5 years.
Pay bills of Government servants for whom no establishment returns are submitted and no service books are maintained.	35 years.
Pay bills of other classes of Government servants and acquittance rolls for pay and allowances (other than travelling allowance) when maintained separately (see note 1 below).	6 years.

Note 1.—Before any bills are destroyed the periods of temporary and officiating service, as recorded in the Service books of the Government servant concerned should be verified by the Head of the Office from the pay bills and the fact of such verification should be recorded under proper attestation in the service books.

(*c*) Heads of Departments are competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records only as properly appertain to the accounts audited by the Indian Audit Department, for the destruction of which no specific provision exists in the rules, should be forwarded to the Accountant General, for his concurrence in their destruction before the destruction is ordered by the Head of the Department.

Times of India Directories and Indian Year Book.

Supply by the Stationery Office.

(G.R., G.D., No. S. 58, dated 16th April 1932.)

(G.R., G.D., No. S. 58, dated 28th March 1933.)

The Times of India Press having agreed to allow a 10 per cent. discount if 25 to 40 copies of the Directory are purchased through one source at one time, Government desired with a view to save expenditure that these publications should be supplied by the Superintendent, Government Printing and Stationery, by purchasing the requirements in bulk of all indenting officers as sanctioned by Government and paying the cost from the grant or savings in the grants at his disposal. Supplies to officers other than those noted in the list will be made on Government sanction.

The Indian Year Book.

Purchase of —.

(G.R., G.D., No. S. 58, dated the 28th March 1933.)

Read Government Resolution, General Department, No. S. 58, dated the 16th April 1932.

RESOLUTION.—Several copies of the Indian Year Book are at present purchased direct by various Government officers and the charges met from their contract grants. The total number of copies thus purchased annually is understood to be about 45. As the Times of India have agreed, as in the case of their Directory, to allow a discount of 10 per cent. if the copies of the Indian Year Book are purchased in bulk, those Heads of offices in the Bombay Presidency, including Sind, and Departments of the Secretariat that now purchase copies of the Year Book from their contract grants, should be requested

to communicate their requirements to the Superintendent, Government Printing and Stationery, before the 1st of April every year. They should also be requested to communicate to the Superintendent, Government Printing and Stationery, by the same date their requirements if any, of the Times of India Directory as well, instead of by the 10th May as directed in Government Resolution No. S. 58, dated the 16th April 1932. The Superintendent should then purchase the requisite number of copies of the two publications from the Times of India Office at the discount of 10 per cent. promised by them and supply them to the officers and Departments concerned direct. The Government offices to whom copies are supplied should be requested to surrender the saving in their contract grants on this account to Government in the Departments concerned.

Disposal of old copies of Times of India Directories and Indian Year Book.

(G. D. Circular No. S. 58, dated 4th August 1941.)

In accordance with the orders issued in General Department Circular No. S.-58, dated 14th February 1939, officers using the publications were directed to return the old copies to the Superintendent of Government Printing and Stationery, Bombay, for disposal freight or postage 'prepaid'. These orders were however subsequently cancelled with partial modification as under *vide* orders contained in General Department Circular No. S. 58, dated 4th August 1941 :—

"Officers in the Bombay City should return copies of these publications (Times of India Directory and Indian Year Book) to the Superintendent, Government Printing and Stationery, Bombay, as heretofore while the officers in the mofussil receiving copies of the publications should either supply the old copies to their subordinate officers who may require them or sell them locally."

Home indents on the D. G. of Stores, London.

(Letter No. K-119 (8), dated 10th March 1932, from the Chief Controller of Stores, Indian Stores Department, New Delhi.)

With reference to the orders of Government and the rules for the supply of articles required to be purchased through the public service, states that the indents should be sent to the Director General of Stores, London, direct and only one copy of it forwarded to the Indian Stores Department Office simultaneously for scrutiny.

Metal Seals for the Registration Department.

(Letter No. C. O. 274/(2) and (3), dated 17th March 1933, from the Inspector General of Registration, Poona.)

States that the quality of metal seals (costing Rs. 8 per 1,000) *vide* letter No. A.B. 352, dated 30th April 1933, from the Superintendent, Government Printing and Stationery, Bombay, has been approved. These may be supplied to all District Registrars in whose districts the Photo-Copying system is in use. They should be included in the annual indents for stationery.

Payment of freight charges on typewriters, and reduction in the P.A. of Stationery Office.

(G.R., G.D., No. 7270, dated 19th April 1929.)

In accordance with the orders issued in the Government Resolution, all officers of Government were made to pay all freight charges on typewriters and supplicators sent to the Stationery Office. The amount of Permanent advance of the Stationery Office was therefore reduced from Rs. 270 to Rs. 100 only (*vide* Government Resolution, General Department, No. 9489, dated 9th December 1932.)

Delegation of Financial Powers to accord sanction to additions and alterations, etc.

(G.R., G.D., No. 8712, dated 3rd August 1932.)

(1) The power to accord administrative approval to additions and alterations to buildings and electric installations provided that the cost does not exceed Rs. 250 in each case, was delegated to the Superintendent, Government Printing and Stationery, Bombay.

(2) Power to depart from the terms of a contract, i.e., power of granting increased rates in excess of sanctioned tendered rates to contractors, up to a limit of 5 per cent., for any one item of work, provided the increased amount of tender is within his power of acceptance of the tender, viz., Rs. 1,000 in each case, in the case of imported stores.

Election to Local Bodies.

Prohibition of Government servants from standing as a candidate at — without permission.

(G.R., G.D., No. 7191, dated 17th June 1935.)

RESOLUTION.—In modification of the orders contained in Government Resolution No. 7191, dated 18th July 1929, and 13th January 1931, Government are pleased to direct that Government servants desiring to stand for election to local bodies should follow the procedure indicated below :—

(*a*) In the case of Municipal Corporations, Borough Municipalities and District Local Boards, a Government servant should apply for permission to Government in the General Department, through the head of the department in which he is employed, the Collector of the District and the Commissioner.

(*b*) In the case of District Municipalities and Taluka Local Boards, such Government servant should apply to the Commissioner of the Division through the head of the department and the Collector.

(*c*) In the case of other minor local bodies, e.g., Village Panchayats, School Boards, etc., such Government servant should apply to the Collector of the District concerned through the Head of his department.

In forwarding application to the Collectors, Head of the department should indicate whether or not in their opinion the Government servant concerned can be allowed to serve on a local body, without prejudice to the interests of his department.

Procedure for communication of orders to the Public.

(P. and R. D. No. 804/33, dated 5th August 1935.)

RESOLUTION OF GOVERNMENT.

It has come to the notice of Government that there is a considerable divergence in the method followed by Government officers in connection with the communication of orders on applications received from the Public. In certain districts the communication of orders is made to the party concerned orally and the village officers take the thumb impression of the party in question in token of acknowledgment of the communication. In the opinion of Government, this practice is undesirable. They are therefore pleased to direct that in reply to every written application, unless presented in person and replied to in person on the spot, a written answer should be given, preferably through the post if that method is convenient ; otherwise through the local officers if for any reason that course is preferred. In the latter case, the written answer should be delivered to the party at the time his acknowledgment by signature or thumb impression is taken.

Discontinuing the submission of annual return 'Statement of Stationery stores purchased and issued,' in Form 73E.

(Letter No. D.A.V. 46/1491, dated 9th August 1935, from the Accountant General, Bombay.)

Forwards copy of letter No. 294-Comp/KW-117-34, dated 16th July 1935, from the Auditor General in India, New Delhi, to the Accountant General, Bombay.

"Statement showing the value of the Stationery Stores in, purchased for, and issued from, the Stationery Stores".

I have the honour to state that as a measure of simplification of the Finance and Revenue Accounts, it has been decided to omit therefrom Account No. 73C, showing the value of Stationery Stores in, purchased for, and issued from, the Stationery Stores. In consequence of this decision, the annual return prescribed at item 15 of Appendix I to the Account Code will no longer be required in this office. The submission of the return may therefore be discontinued from the year 1935–1936.

Stationery to President of the Bombay Medical Council.

(G.R., G.D., No. 880/33, dated 12th June 1935.)

With effect from the year 1936–37, the printing work done for the Medical Council will be charged for and paid for from the grant sanctioned by Government for the Council.

The Council should not make any payment for the work done at the Press during the year 1935.

Desk diaries should continue to be supplied *free of charge as a special case.*

Check on the supply of pagrees from the Jails.

Paragraph 2 of G. M., G. D., No. 7662/C, dated 21st February 1935 on the subject of surprise check of articles in stock.

2. As regards 'Pagrees' the Director of Industries, who was consulted in the matter, suggests that one pagree in every 10 pagrees should be checked and that a tolerance of 9" in the length of pagrees may be allowed when checking stock against sealed samples.

Stationery to Passport Office.

(Letter No. 44/38/34/A and F, dated 28th January 1935, from the Controller of Printing and Stationery, Calcutta,)

States that stationery articles are not to be supplied to the Commissioner of Police, Bombay, for use in the Passport Branches as he is to obtain them from the Central Stationery Office, Calcutta.

Delegation of powers to Heads of Departments regarding Printing.

(G. R., G. D., No. 9887, dated 5th September 1934.)

The Governor in Council is pleased to delegate the power to sanction the printing at a Government Press of notices, lists, forms, etc. required in connection with departmental work to the following heads of departments, subject to the concurrence of the Superintendent, Government Printing and Stationery, Bombay :—

The Commissioner in Sind.
The Commissioners of Divisions.
The Commissioner of Excise.
The Chief Conservator of Forests.
The Director of Agriculture.
The Chief Agricultural Officer in Sind.

Printing of forms of the Landing and Wharfage Funds, on payment.

(G.R., R.D., No. S-82/18356, dated 21st October 1936.)

Authorises the Superintendent, Government Printing and Stationery, to undertake all printing work connected with the Landing and Wharfage Fees Funds *on payment*, without reference to Government, provided such work does not interfere with the legitimate functions of the Press.

Debit of the cost of supplies made to Government House, Bombay.

(G.M., G.D., No. 798/33-C, dated 2nd July 1936.)

States that the cost of stationery and forms which His Excellency uses for purely official or departmental purposes should be debited to "46-Stationery and Printing". Cost of supplies used by His Excellency for his private, semi-private or social purposes should be debited to the contract or sumptuary allowances of His Excellency the Governor.

The same procedure to be followed for supplies made to the Military Secretary's Office.

Clothing to Temporary peons.

(G.R., R.D., No. 6024, dated 30th November 1936.)

The Superintendent, Government Printing and Stationery, Bombay, is authorised to pass indents for clothing to the temporary peons serving under the Special Recovery Officers on a certificate from the Registrar, Co-operative Societies.

Exchange of publications from China.

Letter No. S-164/12312/A, dated 22nd October 1936, from the Under Secretary to Government, General Department, to the Ministry of Education, Bureau of International Exchange, National General Library, Nanking, China.

States that the Government of Bombay do not maintain an Exchange or Distributing Bureau and that in the circumstances they regret that they are unable to undertake the distribution of the Chinese Publications.

Budget Estimate for Expenditure in England.

(G.M., G.D., No. P-158/C, dated 28th August 1936.)

Observes that the present system of making a full provision under the head "46-Stationery and Printing" and then obtaining the money required for expenditure in India by re-appropriation from the funds provided in the High Commissioner's budget is financially unsound and requests that it may be replaced in future by the usual system of making provisions on the basis of the average of the actual expenditure of the last three years.

Weight margin allowed by Trade Custom.

Letter No. S-3543/36/4. HP, dated 16th September 1936 from the Director General of Stores, India Store Department, London.

* * * * * * *

With reference to your letter No. SB/689 dated 18th August 1936, I am directed to inform you that the weight margin allowable by Trade Custom is plus or minus 5 per cent.

Carbon Paper, Superior, to Secretariat Departments.

(G.M., G.D., No. 8300/C, dated 6th July 1936.)

Directs that the supply of Carbon Paper to the Secretariat Departments should be regulated in future as under :—

"Red Seal" Carbon Paper ..	Upto but not exceeding 50 per cent. of the total monthly requirements.
"Kores" Carbon Paper—or paper of any other make approved from time to time.	Balance of the total monthly requirements.

Stationery :

Free supply to all subordinate Government Pleaders.

Legal Department Circular No. 567, dated 30th January 1936.

In continuation of Circular of Government No. 6477, dated 4th December 1934, directs that with effect from 1st April 1936, Subordinate Judges should supply stationery required for the use of Subordinate Government Pleaders attached to their courts in the same manner as postage stamps are supplied at present.

No separate indents need be submitted to the Stationery Office, but the Subordinate Judges should include these requirements in their own office indents and supply same to the Sub Government Pleaders on receipt, whenever required.

Transfer of subjects from the Finance Department to the Political and Reforms Department.

(Finance Department Resolution No. 146/33, dated 30th January 1937.)

All Heads of Offices are informed that with effect from 1st February 1937, work connected with the following subjects has been transferred from the Finance Department to the Political and Reforms Department:—

(1) Provincial Public Service Commission.

(2) All matters affecting Services and Posts, appointments to which are made by the Secretary of State.

(3) Safeguarding of the rights and legitimate interests of all establishments.

(4) Classification and Recruitment Rules.

(5) Measures to secure adequate representation of all castes and communities in the Public Services.

(6) Conduct, Discipline and Appeal rules including the Government Servants' Conduct Rules.

(7) Government Servants' Association.

(8) Rules of Family Pension Funds (including Indian Civil Service Family Pension Fund and Superior Services (India) Family Pension Fund).

(9) Rules of Provident Fund (including those to all India Service).

(10) Examinations.

(11) Clothing, Uniforms, Kamblies and Umbrellas.

(12) Public Holidays.

Communications relating to the above subjects should with effect from 1st February 1937 be addressed to the Government in the Political and Reforms Department.

Age Limit for the purpose of entry into Government Service.

(Finance Department Resolution No. 1591/34, dated 20th July 1937).

CIRCULAR MEMORANDUM.

Rule 8 of the Bombay Civil Services Recruitment Rules empowers Government to prescribe the qualifications in respect of age and education which shall be acquired to be possessed y candidates for admission to the Provincial and Subordinate Services. Note 1 to that rule provides that for special reasons to be recorded in writing in each case Government may appoint candidates whose ages exceed the prescribed ages. The intention of the rule and the Note was that ordinarily candidates who are within the prescribed age limit should be appointed and that only in very exceptional circumstances should the prescribed age-limit be relaxed. Frequent applications have, however, been received by Government for the relaxation of the age-limits prescribed for admission to permanent Government service. The main ground on which these applications were supported was that the persons in whose favour such relaxation was sought had been in service for a considerable time and that their displacement would cause hardship. Government consider that this difficulty could have been obviated if the rule about the age limit had been strictly observed at the time when the persons concerned were admitted into Government Service. In order to simplify the application of the rule, and to reduce the number of such references the Governor of Bombay is pleased to direct that, in future, persons who are over the age limit should not be appointed to temporary vacancies. If in any case it is considerd essential to appoint a candidate who has passed the age-limit, the previous approval of Government to such appointment should be obtained, fully stating the reasons for making the appointment. It is also further directed that if a suitable candidate satisfying the recruitment rules is not available for a particular post and it is considered necessary to appoint one who does not satisfy the requirements of the rules, the fact should be reported to Government for orders before any definite commitment is made by the appointing authority. Heads of Offices are requested to see that the foregoing instructions are strictly followed in future.

Government Servants.

Procedure regarding dismissal, removal or reduction of—

(Political and Services Department Resolution No. 1672/34, of 19th August 1937).

Read Government Resolution No. 1352/33 (Fin.) dated 5th October 1936.

Letter from the Government of India, Home Department, No. F. 9/21/37-Ests., dated 29th July 1937.

I am directed to state that in a recent case in which a Provincial Government decided to proceed against an officer of an All-India Service under rule 55 of the Civil Services (Classification, Control and Appeal) Rules, the enquiry prescribed in that rule was entrusted solely to a departmental officer subordinate to the officers who had at different times already expressed an adverse opinion on the officer against whom proceedings were taken. In advising on the recommendations made in that case, the Federal Public Service Commission observed that an independent authority might more suitably have been associated with the investigating officer in the enquiry in justice no less to him than to the officer against whom the enquiry was held. The Government of India concur with the views expressed by the Federal Public Service Commission.

Supply of Forms, Slips, etc. to Native States and Private Institutions, on payment.

(G.M., G.D., No. 2408/IV/C, dated 16th December 1937).

Refers to the list accompanying Government Resolution, General Department, No. 7965, dated 29th November 1930, and informs in reply to letter No. P. B. 1902, dated 1st December 1937 from the Stationery Office that specific permission of Government to the supply on payment of Secretariat standard forms, slips, etc. to Institutions, States, etc. is not required.

Books and Publications for the India Office.

(G.M., G.D., No. S. 158/15315-D, dated 8th December 1937).

Directs that under the new constitution, unofficial publications and newspapers required by the India Office should be supplied to the High Commissioner by all Provincial Governments direct against payment from the Home Treasury.

Clothing to Messengers.

(Political and Reforms Department, No. 1590/34, dated 20th October 1937).

Directs that Messengers entertained by the Legislative Council and Assembly offices at Poona, during the Poona season sanctioned in Government Resolution, Finance Department, No. 393, dated 11th December 1934, should be given clothing every year free of charge.

Hand-made Paper for D. O. Correspondence.

(G.M., G.D., No. 405/33/C (*a*), dated 7th August 1937).

Directs that Indian made Hand-made Paper should in future be used for D. O. Paper and envelopes to be supplied to all the Honourable Ministers.

Commercial Undertakings of the Government of Bombay.

(Revenue Department Memorandum, No. 1986/D/28, dated 17th July 1937).

On the authority of the note No. A. A. 135, dated 6th June 1930 from the Accountant General, Bombay, Government Saw Mills have been treated as Quasi-Commercial undertakings and therefore cannot be supplied with stationery, forms, etc. free of charge by the Stationery Office.

The following are the Commercial Undertakings of the Government of Bombay, *vide* paragraph 3 of Note No. A. A. 135, dated 6th June 1930, from the Accountant General, Bombay :—

1. Nasik Distillery .. .. Worked under the operations of Chapter II of Account Code.

Non-Chapter II Concerns.

1. Photozinco Office.
2. Government Saw Mills (5 in number).
3. Dapuri Workshops.
4. Government Presses.
5. Stationery Office.

The word "Officiating" to be discontinued.

(Political and Reforms Department Circular, No. 1898/34, dated 24th August 1937).

Directs that the practice of indicating in official correspondence or orders the fact that an officer is "Officiating" in an appointment, should be discontinued.

Rules for the conduct of Government Servants.

(Political and Reforms Department Circular, No. 1581/34, dated 25th August 1937).

(1) Heads of Departments are requested to see that their subordinate officers treat the Members of the Public approaching them on official business, with consideration and courtesy so as to encourage them to lay their grievances before them. They should also take steps to ensure the Members of the Public when they go to see officers of their department on business, are not kept waiting unnecessarily and their complaints and applications are promptly looked into and disposed of.

(2) In order to suppress the evil of corruption in the subordinate services, Heads of Departments are requested to take prompt action to enquire into charges of corruption on the part of their subordinates and to submit six-monthly statements to Government showing the number of such cases which have occurred during the past half year and the results of the enquiries held in regard to them.

(3) In order to ensure regularity in the conduct of public business, Heads of Departments are requested to see that the Heads of Offices under them attend their offices during the prescribed office hours and that their heads of offices require their subordinates to do likewise.

(4) Heads of Departments are requested to warn all their officers and subordinates—

(*i*) that no Government servant should travel free of charge in a public conveyance.

(*ii*) that unless invited to attend a formal function, no Government servant except officers required to be present on duty, should visit any theatre or other place of entertainment, without paying the usual charges.

(*iii*) That free passes to such places or entertainment should not be accepted by them.

(*iv*) That if any Government servant is found disregarding these rules, he should be severely dealt with.

(5) Heads of Departments are also desired to impress upon all touring officers that they should be most careful to see that no provisions or services are accepted by them or their subordinates without adequate payment.

Coloured embossed D. O. Papers and Covers.

(Political and Reforms Department No. 1718/34-D, dated 10th July 1937.)

Sanctions the supply of coloured embossed D. O. Note Papers and Envelopes to the Bombay-Sind Public Service Commission, Bombay.

Office of the Secretary to the Governor of Bombay.

(G. D., M. No. 9300-III-C, dated 17th May 1937.)

States that the Office of the Secretary to the Governor is an independent office and is not under the administrative control of any of the Secretariat Departments. The requirements of this office are therefore to be determined by the Governor in his discretion (*vide* section 305 of the Government of India Act, 1935).

General orders regarding supply of typewriters, repairs, etc. are issued by the General Department, but the orders on the requests of individual offices are issued by the administrative department concerned in consultation with the General Department. The Secretary to the Governor is competent to issue the necessary orders for the supply of an additional typewriter for use in his office.

Fixing sale price of Books and Publications for supply to the High Commissioner for re-sale in United Kingdom.

(G.R., G.D., No. 1943/33, dated 31st March 1937.)

RESOLUTION.—Government are pleased to authorise the Superintendent, Government Printing and Stationery, Bombay, to fix the sterling price of unofficial Indian publications to be supplied to the High Commissioner for India for re-sale in the United Kingdom and in Europe. The prices should be fixed in such a way as to cover all the freight and packing, etc. charges incurred, in addition to the price of the publication. No charge should, however, be made for the work done by the Office of the Superintendent, Government Printing and Stationery, Bombay, in this connection.

Supply of better quality of stationery to Heads of Offices.

(G.M., G.D., No. 1185-IV-C, dated 16th February 1937.)

Informs the Commissioner, Central Division, in reply to his reference on the subject that after due consideration, Government prefer to leave it to the Superintendent Government Printing and Stationery, to decide questions of the quality of stationery articles to be supplied to Heads of Offices. The Superintendent is authorised to spend more on the purchase of better articles where the complaints of inferior quality are found to be justified.

Inter-Departmental Adjustments.

(G.R., F.D., No. 2503/33, dated 3rd December 1937.)

Directions under section 168 of the Government of India Act of 1935.

Adjustments with outside Bodies.—Payments shall be required in all cases where a department of a Government renders service or makes supplies to a non-Government body or institution or to a separate fund constituted as such inside or outside the Public Account, unless the Government by general or special order gives directions to the contrary. Relief in respect of payment for services given to any body or fund, should ordinarily be given through a grant-in-aid rather than by remission of dues.

Inter-departmental adjustment.—For purposes of inter-departmental payments the Departments of Government shall be divided into Service Departments and Commercial Departments according to the following principles :—

A. *Service Departments.*—These are constituted for the discharge of those functions which either (*a*) are inseparable from and form part of the idea of Government, or (*b*) are necessary to and form part of the general conduct of the business of Government.

Example of (*a*).—Departments of Administration of Justice, Jails and Convict Settlements, Police, Education, Medical, Public Health, Forests, Defence, etc.

Example of (*b*).—Departments of Survey, Government Printing and Stationery, Public Works (Buildings and Road Branch), Indian Stores Department.

B. *Commercial Departments.*—These are maintained mainly for the purpose of rendering services or providing supplies, of certain special kinds, on payment for the services rendered or for the articles supplied. They perform functions which are not

necessarily Government functions. They are required to work to a financial result determined through accounts maintained on commercial principles.

Note.—Government has the power in respect of these directions to decide whether a particular department or particular activities of a department shall be regarded as a commercial Department or undertakings.

A list of Departments and undertakings at present recognised by Government as "Commercial" is given below :—

Commercial Departments of the Government of Bombay.

1. Irrigation, Navigation, Embankment and Drainage works for which capital and revenue accounts are kept.
2. Government Central Distillery, Nasik Road.
3. Government Central Stores, Workshops and Training Centre, Dapuri.
4. Forest Department Saw Mills.

Commercial Departments of the Central Government.

1. Posts and Telegraphs.
2. Railways.
3. Irrigation, Navigation, Embankment and Drainage works for which capital and revenue accounts are kept.
4. The Security Printing Press, India, Nasik, including Central Stamp Stores, Nasik Road.
5. The Currency Note Press, Nasik Road.
6. Milk Depot, Wellington.
7. Anand Creamery (in liquidation).
8. The Opium Factory, Gazipore.
9. The Biological products section of the Imperial Veterinary Institute, Izatnagar.
10. The All-India Radio.
11. The Radio Publications.
12. Indian Light House Administration (Headquarters and Light House Districts).
13. Executive Commissariat Department, Andaman.
14. Marine Department, Andaman.
15. Shipping Office, Andaman.
16. Forest Department, Andaman.
17. Bengal Pilot Service, Calcutta.
18. Northern India Salt Revenue Department.
19. Pritchard Salt Works and Main Salt Stores, Kharaghoda.
20. Exploitation of Marble in the North-West Frontier Province.

Supply of information to Members of the Provincial Legislature.

(Political and Services Department, Circular Memorandum, No. S. 25/2/11-R, dated 3rd May 1938.)

In supersession of all previous orders, Government are pleased to direct that all Heads of Departments under the several departments of the Secretariat should supply to Members of the Bombay Legislative Council and the Assembly, so far as is reasonably possible, such available information touching the welfare of the Public as may be required by them for the due performance of their duties in the Legislature.

The Government Resolution dated 19th December 1938 issued by the Department lays down that confidential information should not be supplied under any circumstances. In case of doubt, a reference should be made to Government in the Department concerned for orders.

(Political and Services Department, Circular No. 1581/34, dated 1st July 1938.)

The attention (of all concerned) is invited to Rule 30 of the Bombay Civil Services Conduct, Discipline and Appeal Rules, in which it is laid down that no Government servant shall take part in, subscribe in aid of or assist in any way any political movement in India, or any political movement relating to Indian affairs.

Explanation.—The expression "Political movement" includes any movement or activities tending directly or indirectly to excite disaffection against or to embarrass the Government as by Law established, or to promote feelings of hatred, or enmity between different classes of His Majesty's Subjects, or to disturb the public peace, etc.

Government desire to make it clear that they adhere to the principle of this rule, viz. that Government servants must remain impartial and independent of all political parties, that is to say, they must abstain from any action that may lead to a charge of political partizanship.

But subject to this principle, Government think it necessary to explain that mere attendance at public political meetings, organised by any political party, is not to be regarded as a breach of the rule. Provided that care is taken that they play no part in meetings which might suggest that they favour a particular party, no objection will be taken to Government servants attending such meetings.

Need to check frequent transfers of officers.

(G.D., C.M., No. 2790/33, dated 30th June 1938.)

The attention of the following Heads of Departments under the General and Educational Departments is invited to Government Circular Order, Finance Department, No. 8640, dated 24th January 1931, regarding the need to check transfers of officers. Government desires to impress upon them the importance of seeing that public money is not wasted by too frequent transfers of Government servants in their respective departments.

Prompt disposal of communication to Government.

(Political and Services Department, Circular No. 2034/34, dated 19th July 1938.)

A case has recently come to the notice of Government in which a reference from a member of the public remained undisposed of in a District Office for nearly a year, and was finally completed only after Government took up the matter with the officer concerned. Government consider that such delays in Government offices must be avoided and that a too common tendency on the part of the Head of an Office to transfer the blame on to a subordinate is to be deprecated. Government are accordingly pleased to direct that the Head of every office should be held responsible for delays in future, and that in order to ensure proper control, the Head of every office should periodically check the daftars of every clerk in his office by taking a regular return of pending cases, ascertaining reasons for delay.

Assembly and Council Questions.

Supply of information in connection with—

(G. D., M. No. 3053/33, dated 20th October 1938.)

It has been noticed that sometimes officers submit draft replies in brief to the Assembly and Council Questions forwarded to them for report. As such brief replies do not give sufficient information to enable Government to reply to supplementary questions, Government desires that the officers concerned should in future furnish *full* reports relating to the questions referred to them. The attention of the officers concerned is invited to the orders issued in Government Circular, General Department, No. 2960, dated 8th June 1926.

(Political and Services Department Circular No. S. 28, dated 10th January 1939.)

Government have decided that the term "Kanarese" commonly used in such expressions as "Kanarese Language", "Kanarese Translation", etc. should not be used in future and that it should be replaced by the term "Kannada".

Enforcement of agreements and securities from Contractors.

(G.R., G.D., No. P. 212, dated 21st October 1938.)

* * * * *

2. The proposal of the Superintendent, Government Printing and Stationery that no formal agreement need be entered into when the annual estimated cost of supplies to be purchased is Rs. 200 or below, nor should any security be asked for in such cases, is sanctioned.

* * * * * *

Prompt disposal of References.

(Political and Services Department, Circular No. 2034/34, dated 19th July 1938.)

In order to avoid delays of disposal of references in Government offices, Government direct that the head of every office should be held responsible for delays in future and that in order to ensure prompt disposal, the head of every office should periodily check the daftars of every clerk in his office, by taking a regular return of pending cases ascertaining reasons for delays.

Secretariat indents.

Submission of—direct to Stationery Office.

(Separate Department, Circular No. 855, dated 20th September 1938).

Informs all the departments of the Secretariat, the Director of Information, the Oriental Translator to Government and the Record-keeper to send their individual indents for monthly supplies of stationery direct to the Stationery Office by the 5th of every month, the supplies being issued by that Department by the 15th of the month.

Confidential work from the Reserve Bank.

(G.R., G.D., No. 2849/33, dated 21st July 1938).

Sanctions the printing at the Government Central Press of all confidential work from the Reserve Bank of India, Bombay, that has been received and may be received in future, recovering the full cost of printing from the Bank.

Free supply of stationery to Primary School Leaving Certificate Examinations.

(G.R., E.D., No. 1334, dated 20th June 1938.)

Sanctions a free supply of stationery from the year 1939 and in future years to the Primary School Leaving Certificate Examination for boys and girls, to the officers in charge of the centres.

Stationery on payment to Collectors for Local Board Elections.

(G.R., G.D., No. 2069/33, dated 14th April 1938.)

Sanctions on payment supplies of stationery from the Stationery Office, Bombay, to the District Collectors, for Local Board Elections. The indent to be submitted to the Stationery Office one year in advance and the cost should be paid from the grants placed at the Collectors' disposal by the Divisional Commissioners for local board elections.

Kamblis and Umbrellas to Criminal Investigation Department Office, Poona.

(G.R., H.D., No. 349/4, dated 24th February 1938.)

Sanctions a free biennial supply of 28 kamblis and 12 umbrellas for the peons of the Criminal Investigation Department Office, Poona. Instead of 12 umbrellas every two years, six umbrellas should be supplied every year.

Change in designation of the Secretariat Department.

(Political and Services Department Circular No. 9690, dated 8th February 1938.)

Read Government Circular No. 9690 dated 28th April 1933.

As the Reforms Office of the Government of Bombay has been closed with effect from 1st February 1938, the "Political and Reforms Department" will henceforth be designated as "Political and Services Department".

Government Servants Conduct Rules.

(Political and Reforms Department D.O. No. 2199/34, dated 28th January 1938.)

Invites attention to rule 7 (2) (C) of the Bombay Civil Services Conduct, Discipline and Appeal Rules and states that Government expect all their officers to decline invitations to farewell parties referred to in the rule and held on the occasion of a Government servant's retirement from service, if they have reason to think that subscriptions for entertainment have been collected from low paid officials who cannot reasonably be expected to contribute.

(P. and R. D. Circular No. 2199/34, dated 28th January 1938.)

Refers to rule 7 (2)(C) of the Bombay Civil Services Conduct, Discipline and Appeal Rules, and desires that officers leaving the station on transfer, leave, etc., should not accept any farewell entertainment from the members of the staff, especially low paid members.

GOVERNMENT OF BOMBAY,

FINANCE DEPARTMENT,

Circular Letter No. 5822/4646-A, dated 1st February 1938.

Subject.—Distribution of responsibility for the financial transactions between Revenue Collecting authorities and the Audit Department.

Sir,

I am directed to state that at the instance of the Auditor General, the following principles are laid down for the information and guidance of the officers of this Government in regard to the distribution of responsibility between them and the Audit Department.

The primary object of inspection by the Audit Department of treasuries and departmental offices is to assist the Heads of Departments and offices in maintaining an efficient system of regularity and control of financial transactions committed to their charge. It is not intended that those authorities should be relieved of their responsibilities in the matter of frequent check and supervision. An Inspection by the Audit Staff does not and cannot extend to a detailed examination of each and every item of receipt, and expenditure or other transaction that occurs in an office or a department. An Audit Inspection, which only supplements Inspection and supervision by administrative and executive authorities, can do no more than to see generally that the rules prescribed for the guidance of those authorities in the matters of financial transactions are being duly observed and bring to notice any irregularity or want of attention on their part. The Audit department is responsible for seeing that the procedure observed at treasuries and departmental offices meets all the requirements of audit, the accounts are properly maintained and the orders in force regarding the custody and handling of cash and stores

are observed. In fact any suggestions by audit for safeguarding the financial interests Government should be given special attention. The above is in general terms the limit of the Audit Department.

The Inspecting officer from the Audit Department is not required to verify by count the balance of cash, stamps, opium or other stores. This duty devolves on the administrative and executive officers of the respective department. The need of careful verification of cash and stores cannot be too strongly emphasised. Such verification, if properly carried out by local authorities at frequent intervals, should act as an effective deterrent against misappropriation or a means of detecting losses or irregularities before they have had time to assume major proportions. Those entrusted with safeguarding the financial interests of Government are expected to exercise their full quota of vigilance and not be lulled into a false sense of security by the idea of Inspections by the Audit Department.

Economy in Contingent Expenditure.

(Finance Department Circular No. 3014/33, dated 20th December 1938.)

Requests are continually being made by Heads of offices for the supply of such articles as Bicycles, Clocks, Typewriters, Duplicators, Telephones and the like. Government realise that in many cases there would be added convenience if such amenities were available in most offices, but the resources of Government do not admit the supply of all such articles except where they are essential. It is frequently urged that the cost of a single article asked for, say a bicycle, is comparatively small and this is true if only one article is to be supplied, but when sanction is accorded in one case it cannot be refused in another and the total cost for the whole Province would be enormous. For example, a telephone costs only about Rs. 200 per annum, but Government telephone bill is roughly 2 lakhs of rupees per annum and if all offices which could conveniently use them were allowed telephones that cost might easily be trebled. Even the addition of a hand microphone to every telephone would cost over Rs. 8,000 per annum for the existing telephone.

In these circumstances Government are unable to sanction the supply of such articles on a liberal scale and in the absence of cogent arguments to prove either that an office cannot do without them, or that their absence will necessitate an increase of staff or additional expenditure greater than the cost of their supply. Government will be compelled to reject the requests for the supply of such articles.

Inter-departmental adjustments.

Letter No. DA-IV/5993, dated 30th March 1939, from the Accountant General, Bombay.

With reference to letter No. P.B. 2666 dated 13th March 1939 from the Superintendent, Government Printing and Stationery, on the subject noted in the margin, I have the honour to state that as a general rule, unless specifically authorised by any order, a Service Department cannot charge another section of its department, for service rendered or articles supplied. This may please be noted for the future.

Typewriters.

Contingent Expenditure.

(Finance Department Circular No. 3014/33, of 25th February 1939.)

Government is pleased to direct that when a proposal for the supply of a new or additional typewriter is submitted to Government, it should invariably be accompanied by the following information :—

(1) Number of clerks in the office ;

(2) Number of clerks who are competent typists ;

(3) Number of typewriters in the office ;

(4) Total number of outward references on an average per day ;

(5) Number of letters on which copies need to be prepared in the office on an average per day.

Indian-made Azure Laid Paper for printing first copies of Government Resolutions.

(G. D. M. No. P-212/24143/C, dated 1st March 1939.)

Sanctions the use of Indian-made Azure Laid Paper for printing the first copy of Government Resolutions in place of Hand-made Paper of English Manufacture.

Acting allowance in the Stationery Office.

(G.R., G.D., No. 1571, dated 19th October 1938.)

Cancels the orders contained in Government Resolution, General Department, No. 1571, dated 10th December 1932, and directs that the officiating pay of the persons in the Stationery Office and the Presses should be regulated under the normal operation of the Bombay Civil Services Rules.

Regional Languages.

Replies to Petitions and appeals.

(Political and Services Department Circular No. S. 25/1/125, of 23rd March 1939.)

Government is pleased to direct that in all offices in the District, replies to petitions and appeals which are written in a regional language should, wherever this is practicable, be given in the same language in which the petitions and appeals are written.

Revision of Pay.

Inferior servants of Government in the Bombay City.

(Finance Department Resolution No. 1787/33, of 31st March 1939.)

Government is pleased to direct that, with effect from the 1st of April 1939, inferior Government servants serving in the City of Bombay on rates of pay below Rs. 30 per mensem should receive an increase of Re. 1 per mensem. The necessary provision has been made under the appropriate heads in the next year's budget estimates.

Official correspondence.

Mode of address in — with members of public.

(Political and Services Department Circular No. RD/014136-F/0/7489-B, of 28th April 1939.)

It has come to the notice of Government that in addressing official communications to members of the public, the form "Mr....." is used. Government considers that members of the public should be addressed in the same form as officials and therefore the form "....., Esquire" should invariably be used in addressing such communications.

Depressed Classes.

Treatment in Government offices in respect of food and drink.

(G. D. C. No. 467/33, dated 1st May 1939.)

It is the desire of the Government of Bombay that caterers of food and drink in all Government offices in this Province shall serve all members of the staff of the offices on exactly identical terms in every respect without distinction of caste, creed or community. Those members of the staff who desire to have separate treatment in this

respect should make their own arrangements outside those Government offices. All Heads of offices are accordingly requested to see that these orders are observed very strictly and scrupulously.

Stamp Duty.

(Resolution of Government, Revenue Department, No. 803/39, of 30th June 1939.)

The Government of Bombay is pleased to direct that no stamp duty shall be levied on petitions or applications bringing to the notice of officers serving under the Government of Bombay complaints affecting the general public or relating to matters of general interest. The requisite notification should be published in the *Bombay Government Gazette.*

Condolatory Resolutions.

Issue of — on the death of Government officers.

(Political and Services Department Circular No. 3249/34, dated 31st July 1939.)

In order to secure uniformity in the practice followed of issuing condolatory resolutions on the death of Government officers, the following procedure is laid down :—

A resolution of condolence should be issued by Government in the Secretariat Department concerned when the head of a department dies while holding office (whether on leave or not). In the case of death of any other officer while in service, a letter of condolence should be sent by the head of the department concerned on behalf of that department.

(Political and Services Department Circular No. 2609/34, dated 15th August 1939.)

It has been brought to the notice of Government that some Government officers utilise the services of the peons working under them, for their private and personal work. Government desires to make it clear that since the peons are under no obligations to undertake such private work they would be entirely justified in refusing to do such work if they do not wish to do so ; and must not be liable to transfer on account of such refusal.

There is no objection, however, to peons undertaking, in return for adequate remuneration, small duties of a personal character, provided such duties are undertaken willingly and do not interfere with Government work. No peon, should however, under any circumstances, be required to do what is commonly known as domestic service, e.g. it will be a misdemeanour for any officer to employ a peon as a mali, dhobi, cook or butler.

Reduction in contingent expenditure.

Hiring of Post Boxes.

(Political and Services Department Resolution No. 3142/34, dated 29th November 1939.)

Directs that the system of hiring post office boxes which exists at present in several offices of Government of Bombay should be discontinued. Government is further pleased to direct that boxes in all other offices in the Bombay Province should also be discontinued.

Overtime allowance to Inferior servants in Bombay City Offices.

(G.R., F.D., No. 2521, dated 21st October 1939.)

Read Government Resolution, Finance Department, No. 2521, dated 25th February 1931.

Read Government Resolution No. 7117 (Political and Services Department), dated 7th August 1939.

RESOLUTION.—In supersession of all previous orders on the subject, the Government of Bombay is pleased to direct that peons in all Government offices in Bombay City

and Hamals and Sweepers in the Bombay Legislative and Council Offices should be granted an allowance of three annas for each day on which they are required to remain on duty after 7-30 p.m. and a further three annas if the detention on duty lasts after 8-30 p.m.

2. In offices in which the hours of duty prescribed are 9-30 a.m. to 6-30 p.m. the overtime allowance at the above rates should be granted for detention after 7 p.m. and 8 p.m. respectively.

3. These orders will not apply to peons under the control of the High Court or to peons in the Offices of the Secretary to the Governor and the Military Secretary to His Excellency the Governor. These orders will also not apply to peons in the offices of the Central Government in Bombay City which are under the administrative control of the Government of Bombay as Agent of the Central Government.

Supply of Carrara Note Papers and Envelopes.

(G. R., G. D., No. 2080/33-C, dated 24th November 1939.)
(Govt. Memo., P. and S. D., No. 3393/34-E, dated 20th October 1939.)

Authorises the Superintendent, Government Printing and Stationery, to purchase and supply superior Carrara White Note papers and envelopes to the Chief Justice and other High Court Judges and to the President, Industrial Court, Bombay (latter orders).

Photozinco Press.

Transfer of control to the Superintendent, Government Printing and Stationery.

(G. R., R. D., No. 4529/33, dated 25th September 1939.)

RESOLUTION.—Government is pleased to transfer with effect from 1st April 1940 the administrative control of the Photozinco Press to the Superintendent, Government Printing and Stationery, debiting the expenditure under "56-Stationery and Printing." A new sub-head viz., "Photozinco Press" should be opened with effect from 1st April 1940 under "56-Stationery" under the minor head "II—Printing, Government Presses.

2. The Photo-Registry will however continue to be under the administrative control of the Inspector General of Registration, as ordered in Government Resolution, Revenue Department, No. 1778/33, dated 17th April 1939.

Economy in the use of Paper.

(G. R., G. D., No. 3303/33, dated 12th October 1939.)

Approves the action of the Superintendent, Government Printing and Stationery, taken in issuing instructions to the Presses to use all varieties of papers required by the Presses with the greatest economy.

Further directs that the demands for proofs should be reduced to the minimum and wherever possible authorise the printing of work without submission of proofs.

Securities from Cashiers, Storekeepers, etc.

(G. R., F. D., No. 8937, dated 28th September 1939.)

Invites attention to rule 40 of the Manual of Financial Rules and directs that Cashiers, Storekeepers, Sub-Storekeepers, and other subordinates entrusted with the collection or custody of cash stores, stamps or any other property of Government should be made to furnish security in any one of the forms mentioned in the said rule. Cases of exemptions should also be carefully scrutinized and great care should be exercised to grant such exemptions in future.

Economy in the use of Stationery.

(G. D. Circular No. 3303/33, dated 28th June 1939.)

Read Government orders noted below:—

1. General Department, Circular No. 2096, dated 22nd March 1916.
2. General Department, Order No. 4600, dated 5th July 1916.
3. General Department, Order No. 6542, dated 30th September 1916.
4. General Department, Resolution No. 7104, dated 9th October 1917.
5. General Department, Resolution No. 1185, dated 30th March 1922.
6. General Department, Resolution No. 1185, dated 8th December 1924.
7. General Department, Resolution No. 8778, dated 29th July 1932.
8. General Department, Resolution No. 8778, dated 11th August 1932.
9. General Department, Resolution No. 1367/33, dated 18th August 1936.
10. General Department, Resolution No. 2701/33, dated 20th March 1939.

With a view to effecting strict economy and to avoid waste in the use of stationery articles, the attention of all departments of the Secretariat and the Heads of Offices is invited to the orders issued by Government from time to time as noted above, and they are directed to see that the following orders which are recapitulated, are strictly observed in future:—

1. Strictest economy possible in the use and consumption of stationery articles. Letters should be typed and written on both sides of the paper.

2. (*a*) Double sheets should not be used for official correspondence where a single sheet will suffice.

(*b*) The use of disproportionately large envelopes for letters which can be folded to the size of a smaller envelope should be strictly forbidden.

(*c*) When confidential covers are not sent by post and are addressed by name to the person who should open them, there is no need to use double covers.

(*d*) Greater use should be made of boxes, instead of covers in sending confidential papers from one office to another in the same place.

(*e*) In demanding typewritten or printed matter care should be taken that more copies than are absolutely necessary are not asked for.

3. Economy should be exercised in the use of envelopes by using the economy slips as far as possible.

4. No Department of the Secretariat should indent for any but the standard scribbling blocks.

5. (*a*) The Secretariat departmets and all heads of offices should use Cream Laid Paper for Cream Wove paper as far as this can be done without detriment to efficiency.

(*b*) Waste of paper should be avoided by using sheets of papers fully and by not sending or curtailing voluminous accompaniments.

(*c*) Except when a thin paper is used, both sides of a sheet should be typed on and when typing copies of letters sent as accompaniments to a letter a new sheet should not be started for each letter.

(*d*) Quarto size paper for foolscap paper should be used as far as this can be done conveniently.

6. The Controlling Officers of every Government Department should check the account and stock of stationery and forms at the time of their inspection of offices subordinate to them and make suitable remarks in their inspection reports which are to be submitted to the higher authorities. They should communicate copies of any adverse remarks to the Superintendent, Government Printing and Stationery, together with the orders, if any, passed by them in respect of such remarks. Serious irregularities should be brought to the notice of Government for orders.

White Tape, Superior, Jail-made in lieu of Red Tape.

(G. D. Memorandum No. P. 212-C, dated 26th June 1939.)

Sanctions the purchase and supply of superior white tape manufactured by the Jail Department (at Rs. 1-5-10 per dozen bundles of 7 yards each) in lieu of foreign made red tape for binding files of the Secretariat Departments.

Local purchase of pagree cloth for peons in the Revenue Department, Southern Collectorate.

(Govt. R. D. Resolution No. 5839/28 of 19th June 1939.)

Sanctions the local purchase of white mulmul cloth for 'phetas' of peons in the offices of the Collectors of Bijapur, Dharwar, Kanara, Kolaba and Ratnagiri, provided that any excess over the sanctioned price of a pagree is borne by the peons.

Purchase of Weights and Measures.

(Director of Industries letter No. I. G. 158/3274, dated 3rd June 1939.)

* * * * * * *

Desires that whenever orders for the supply of weights, measures, etc., to non-commercial Government Departments are intended to be placed in future with registered dealers, they may be communicated to his office with particulars of machine and place of destination. On examining the cases, the dealers concerned will be if necessary authorised by his office to deliver the weights, measures, etc., to the Stationery Office unstamped. The Stationery Office must get them duly verified and stamped from the Senior Government Inspector of Weights and Measures, Bombay City, free of charge, before supplying them to the said departments.

Kamblis for Chowkidars of the P. W. D. Bungalows.

(G. R., P. W. D., No. S. 34/12911-A, dated 1st June 1939.)

The Kamblis should be obtained biennially from the Stationery Office, Bombay, the cost being met by debit to the maintenance grant of the bungalows concerned. (103 Chowkidars in all the 4 circles).

Submission of the Annual Administration Report of the Printing and Stationery Department.

(G. R. No. 105, P. & S. D., dated 23rd May 1939.)

As every annual administration report is decided by Government to be published within six months after the close of the year to which it relates, *vide* Government Circular (Political and Services Department) No. 2334/34, dated 12th May 1939, the annual administration report of the Printing and Stationery Department should be submitted to Government in the month of September every year.

Orders for Printing Work.

(G. D. Memorandum No. 2636/33, dated 16th May 1939.)

Orders that the several departments of the Secretariat (except the Separate Department) should address the Superintendent, Government Printing and Stationery, in future regarding all printing work and not to the Managers of Government Presses direct.

Printing of District Local Board Election Rolls.

(G. D. Circular No. S. 42, dated 4th May 1939.)

As the rates paid in the Districts for printing Voters' Lists were found to be very high, Government direct that in future whenever such papers are to be printed locally,

quotations obtained from local printers as well as from the printers in the neighbouring districts should be called and submitted to the Superintendent, Government Printing and Stationery, for scrutiny, and the work should not be entrusted to any printer save in very exceptional cases, unless the rates are approved by the Superintendent.

Printing work for Solicitor to Government in the Legal Department.

(G. M., L. D., No. 4431, dated 21st April 1939.)

Directs that work of printing for the Solicitor to Government in the Legal Department should be undertaken by the Press in a manner similar to that observed in case of other Government Departments and that no specific orders of Government are necessary.

Discontinuance of Candles and Candle stands.

(Paragraph 6 of G. R., G. D., No. 2701/33, dated 20th March 1939, regarding orders on the note of the Special Officer, Finance Department, on economy of expenditure on supply of Stationery, etc.)

The Special Officer's suggestion that the supply of Candle Stands and candles may be discontinued by the Stationery Office and that Lanterns and Candle sticks required for sealing may be permitted to be purchased locally is approved.

Books of the Registration Department.

(R. D. Memorandum No. 3508/33/2236-E, dated 4th April 1939.)

Government accepts the proposal of the Inspector General of Registration to use D. P. Mills Paper (Azure Laid) for the Register Books and Blue Black superior Ink of Indian manufacture used by the Judicial officers for writing judgments, for writing the Register books of the Registration Department.

Official correspondence.

Direct between the officers of the Government of Bombay and the Political Residents.

(P. and S. D. Circular No. S. 43/784, dated 28th September 1939.)

A Superintendent of Police who recently had occasion to communicate to the Resident concerned information regarding the deportation of a foreigner to his native place in an Indian State communicated it to the Resident by an endorsement below a copy of his report to Government in the matter. This is not a proper form of correspondence in addressing high officers like Political Residents. The officers concerned are therefore requested to use the letter form in addressing the Residents even in cases in which the communication is merely intended to convey information.

Government Money.

Loss of — Responsibility of Government servants.

(F. D. Resolution No. 1347/33, dated 7th October 1939.)

Read paragraph 4 at page 49 and paragraph 5 at page 221 of the Appropriation Accounts of the Government of Bombay for the year 1937–38 and the recommendations of the Public Accounts Committee therein.

RESOLUTION.—Government is pleased to direct that cases involving loss of Government money or revenue should be thoroughly investigated in order that it may be possible to decide whether the loss should be recouped from any of the Government servants responsible for it.

2. All Government servants should be warned that whenever it is found that loss of Government money or revenue was occasioned by the negligence of a Government servant, he will be liable to make it good.

Printing work of Local Bodies.

(G.M., G. D., No. 3278/33, dated 15th March 1939).

Referring to paragraph 3 of Government Resolution, General Department, No. 3278/33 dated 15th March 1939, directs that the Superintendent, Government Printing and Stationery, may execute printing work of Municipalities and Local Boards on the understanding that it does not interfere in any way with the confidential and urgent work of Government and that the full cost is paid by the Local Bodies.

Indian-made Blotting Paper.

(G.R., G.D., No. 2887/33, dated 3rd January 1939).

RESOLUTION.—Sanctions the use by all Government offices in Bombay Province of hand-made blotting paper manufactured at Junnar. The Manufacturers to carry out in future supplies all improvements suggested by the Director of Industries, Bombay, and the Superintendent, Government Printing and Stationery, should report to Government whether the improvements suggested are carried out and whether the paper is quite serviceable.

Umbrellas for Excise Tobacco Department Peons.

(R.D.M., No. 9915/C/33, dated 24th February 1939).

Sanctions a free biennial supply of umbrellas to all the Excise Department Tobacco peons and constables serving in Bombay.

Kamblis for Sweepers for D. D. Chawls.

(G.M., P.W.D., No. S-34/1250A, dated 30th January 1939).

Sanctions free biennial supply towards the end of May of Kamblis for the Sweepers of the Development Department Chawls. The supply should commence from the year 1939–40.

Free supply of Stationery to Honourable Magistrates' Courts in Bombay Province.

(G.R., G.D., No. S/138, dated 6th January 1939.)

Cancels the orders contained in Government Resolution, General Department, No. 2367, dated 8th January 1926, from 1st April 1939 and directs that stationery for the offices of the Honourable Magistrates' Courts should be supplied free of charge as in the case of other Government offices. To avoid unnecessary expense on freight, packing on small consignments, the nearest offices of District Magistrates and Mamlatdars should include in their indents the requirements of these officers.

Press Note.

(P. & S.D., No. 1581/34-D, dated 15th December 1939).

The attention of Government has been drawn to the practice, which seems to be increasing, of clerks and subordinate officials sending Christmas and New Year Cards to their superior officers and to high officials of Government. While the well-meaning intentions and feelings of goodwill which support and encourage this practice are fully recognised and appreciated, it is considered desirable by Government that in the interests of clerks and subordinate officials this practice should be stopped. It is hoped therefore that these instructions will be generally observed this Christmas. In coming to this decision Government is following the examples of more than one provincial Government in India which has already issued orders of this nature.

(P. & S.D.C., No. 1581/34, dated 24th October 1940).

The attention of all Heads of Departments and offices under the several Departments of the Secretariat is invited to the Press Note, dated the 15th December 1939

(*vide* Government Endorsement, Political and Services Department, No. 1581/34-D, dated the 15th December 1939) and they are requested to bring to the notice of all concerned the instructions contained therein, namely that clerks and subordinate officials should not send Christmas and New Year's Cards to their superior officers and high officials of Government.

Read also Government Circular, Political and Services Department Circular No. 1581/34, dated 16th December 1941 on the subject.

(P. & S.D., C.M., No. S. 25/1/190-R, dated 23rd October 1939.)

The Government of Bombay is pleased to direct that in all official communications the use of the expression "Mohommedan" or "Muhammadan" should be discontinued and the expression "Muslim" should hereafter be used instead of it.

(P. & S.D., C.M., No. S. 28, dated 23rd October 1939.)

The Government of Bombay is pleased to direct that in all official communications the use of the expression "Dhed" should be discontinued and that the expression "Mahyavanshi" should hereafter be used instead of it.

Pay and Allowances.

Measures to prevent frauds by Impersonation.

(F.D.C. No. 4397/33, dated 23rd January 1940.)

As stated at the top of the pay bill form of gazetted officers, Government accepts no responsibility for any fraud or misappropriation in respect of money or cheques made over to messengers.

2. A case of fraud has occurred in which an imposter obtained the approved salary bill of an officer on the strength of a forged letter of authority and then cashed the bill at the Imperial Bank. The best way for a Gazetted Officer to avoid the possibilities of such frauds is to open a banking account and to endorse bills in favour of the Bank. In order to protect officers who, for any reason, are unable to do so, the following procedure is hereby prescribed.

The messenger should produce a signed letter of authority on which his own signature is given. The Treasury Officer should first compare the officer's signature on the letter of authority with the specimen signature in the treasury and secondly compare the messenger's signature taken in his presence with the signature on the letter of authority. If both these signatures agree payment may be made or the bill be handed over to the messenger in question.

(P. & S.D., R. No. 3584/34, dated 24th January 1940.)

Read Government Resolution, Revenue Department, No. 7275/24, dated the 8th August 1928.

RESOLUTION.—It has been brought to the notice of Government that some officers have used service envelopes and postage stamps in submitting their income-tax returns to the Income-tax Department. This is irregular. The attention of all officers and departments is invited to the orders contained in Government Resolution, Revenue Department, No. 7275/24 dated 8th August 1928 and they are requested to see that no misuse is made of service postage stamps and Government stationery.

Organisation of Industrial Exhibitions.

(G.D., R. No. 3159/33, dated 1st February 1940.)

Government is pleased to direct that the officers and Departments of Government should not agree to participate in any exhibition which purports to be in connection with industry, without consulting the Director of Industries, Bombay.

Orders in connection with rush of expenditure in March.

(P.W.D., C.M., No. 364/36, dated 26th March 1940.)

The attention of the officers of this Department is invited to Government Circular, Memorandum No. 748/27 dated the 28th August 1931, on the subject of rush of expenditure in March and they are requested to take all possible measures to prevent the permissible limit of expenditure in March being exceeded. The following further instructions are issued for the guidance of officers concerned :—

(*i*) Allotments of works should be sanctioned as early as possible in the year to enable progress to be made before the monsoon.

(*ii*) Giving out works in December which are sanctioned very much earlier will be considered inexcusable in future. All works which cannot be started before the monsoon or be carried out in the monsoon should be started in October and to enure this all preliminaries, such as calling for tenders, etc., should be completed before the end of monsoon.

(*iii*) Though a late monsoon may delay the starting of works, Executive Engineers must make every endeavour to start and finish them as early as possible. They must not rush works in February and March.

Reduction of overtime work at the Government Central Press, Bombay.

(G.C., G.D., No. 3810/33 dated 9th November 1940).

It has been noticed that urgent or immediate work is usually sent to the Press after 5 p.m. asking for copies on the same day or early next day, with the result that the Press has to work overtime and pay a large amount of overtime allowance to the Press employees. It is desirable that overtime work should be reduced to the utmost limit. In order to carry out the object in view, Government is pleased to issue the following instructions for the information and guidance of the Secretariat Departments, Heads of Offices and the Press :—

(1) Ordinary work which can be delayed for a few days should not be sent to the Press for printing as an urgent piece of work. The Press should not work overtime for printing ordinary work.

(2) If it is decided by the Secretary, Joint Secretary, Deputy Secretary, Under Secretary or the Assistant Secretary in the case of a Secretariat Department or by the Head of the office, the Office Superintendent or a Head Clerk in the case of the other Government offices that a particular work should be printed urgently, very urgently or immediately, a special requisition, which should be signed by the Assistant Secretary or the office Superintendent or a Head Clerk, as the case may be, should be sent to the Press indicating exactly the time (day and hour) when the work is sent to the Press and the time by which the printed work is required by the Department or the office at the latest. In sending requisitions for urgent, very urgent and immediate work to the Press, the Departments and offices should take special care to see that the Press is allowed *sufficient* time to print the work by the time required *without working overtime.*

(3) If it is considered that in any case of urgency sufficient time cannot be allowed the Departments and officers concerned should see that such work is sent to the Press wherever possible, before 2 p.m. on ordinary days and before 12 Noon on Saturdays so as to enable the Press to make arrangements to do the work during the working hours, if the bulk of the work is limited. On receipt of the requisitions for urgent, very urgent and immediate works, the Press should start printing the work without loss of time and should distribute and adjust all printing work in such a way that no overtime may be required as far as practicable.

Annual contracts and public advertisements.

G.M., G.D., No. P-221/14706-c, dated 14th August 1940.

Refers to Government No. P-212, dated 29th July 1940 and directs that in future in choosing the articles to be specifically mentioned in the public advertisement inviting tenders, those which are relatively more expensive should be preferred.

Jail-made Calico Cloth for binding.

(G.R., G.D., No. P-212/16255-C, dated 16th October 1940).

Directs that the Jail-made coloured calico cloth should in future be used for binding the (1) Library Books, (2) Books of the Library of the Institution of Science, (3) Books of the Poona Residency Correspondence Series, and (4) the volumes of the Bombay Legislative Assembly and Legislative Council Debates.

Economies in advertising.

(F.D., C. No. 3014/33, dated 10th June 1940).

It has come to the notice of Government that official advertisements in newspapers are sometimes unnecessarily long resulting in avoidable waste of money. The officers concerned are requested to use the minimum number of words necessary to convey the purport of the advertisements. Details should, as a rule, be supplied separately on request.

Stationery, on payment to David Sassoon Industrial School, Bombay.

(H.D. Letter No. 2012/4-C, dated 28th June 1940).

Directs that forms, stationery, etc. should in future be supplied to the David Sassoon Industrial School, Bombay, *on payment.*

Parkar's Quink Ink. Purchase of—

(Political and Services Department, Memrandum No., S. D. 17/534, dated 17th June 1940).

Sanctions the purchase of Parkar's Quink Ink for fountain pens for the use of the Separate Department, whenever it is required by that Department.

Increase in contract rates due to War, etc.

(G.C., G.D., No. 3902/33, dated 20th April 1940).

The following general principles in regard to contracts for the supply of non-perishable articles are prescribed :—

(1) It is incumbent on a contractor to ensure as soon as a contract is signed that he will be able to supply the full quantities of the stocks tendered for whenever they are required.

(2) If, threfore, a contractor anticipates a rise of prices in the future it is for him to lay by sufficient stocks as soon as his tender is accepted.

(3) All applications for increased rates over and above the tendered rates for the quantity specified in the contract on the ground of a rise in prices should therefore be refused forthwith except in the cases covered by clause (*d*) below.

(*d*) In the case of some important stores, it has become impossible for reasons beyond the contractor's control such as the sinking of a shop, to supply goods of the standard quality. In such cases applications for either increased rates over tendered rates or for supply of substituted goods of approximately the standard quality may be entertained as a special case.

(4) All applications under clause (*d*) above should be submitted to Government for orders with a full and clear statement of the reasons for special treatment.

Binding of Files at Presses or locally.

(G.R., G.D., No. 6986, dated 30th March 1940.)

With a view to justify the expenditure incurred on binding and in the interest of economy it is laid down that files which contain matter which ought to be preserved either permanently or in view of the importance of the files as sources of references, for a period sufficiently long to justify binding, should be got bound either at the Government Presses or locally.

Stores from India Store Department.

(G.R., G.D., No. 4189, dated 12th February 1940.)

During the present emergency due to War, demands for Stores normally placed on the Director General of Stores, India Store Department, London, shall continue to be placed direct on that officer. Copies of such indents which used to be forwarded to the Indian Stores Department, shall until further instructions, be forwarded to the Department of Supply, Indents and Priority Branch, Government of India, New Delhi, and not to the Indian Stores Department.

Disallowing free supply of Stationery etc. to the Special Literacy Officer (Bombay Adult Education Committee).

(Paragraph 2 of Government Memorandum, Educational Department, No. 6943/11951-K, dated 15th January 1940 to the Special Literacy Officer and Secretary, Adult Education Committee.)

As Government have already sanctioned a grant of Rs. 16,375 (*vide* Government Resolution, Educational Department, No. 6973, dated 27th June 1939) towards expenditure in connection with Literacy work in Bombay, a free supply of stationery typewriter, forms, rubber stamps, clothing, etc. cannot be sanctioned

Tenders of Inks.

(G.D., No. 2311/11-C, dated 31st October 1939.)

Directs that before tenders for inks are accepted in future, the Director of Industries may be consulted as regards the suitability of inks, etc.

Official Publications.

Survey and Settlement Manual. Correction Slips to —

(G.M., R.D., No. 9625-B/24, dated 25th April 1941.)

The undersigned presents compliments to the Settlement Commissioner and Director of Land Records and with reference to his letter No. S.T. 993, dated 27th March 1941, is directed to convey the sanction of Government to the issuing of correction slips Nos. 6 to 10 to the Survey and Settlement Manual (Second Edition).

2. In order that the sanction of Government need not be applied for from time to time, for the issuing of correction slips to this Manual, the Settlement Commissioner is hereby authorized to issue correction slips to the Manual as occasions arise and keep the publication up-to-date.

GOVERNMENT OF INDIA.

DEPARTMENT OF COMMUNICATIONS.

No. V. 18.

Dated Simla, the 30th June 1941.

Office Memorandum.

In view of the comparatively limited capacity on planes conveying air mails ex-India it is earnestly requested that official air mail should be reduced in weight by the use of lighter paper and non-urgent and non-secret official correspondence should be sent by sea mail as far as possible.

(Copy of letter No. S.-D.O. 7091/40, dated 7th February 1941, from the Director General, India Store Department, London,)

I am directed to refer to the demand for spare parts for ruling machines at items 5 and 6 of Yeravda Prison Press indent No. III, dated 19th September 1940.

2. The makers, Messrs. John Shaw & Sons (Honley) Ltd. inform me that they understand that the spare under item 5 is for the Super Imperial Single Sider Disc Ruling machine supplied in December 1921 and that under item 6 is for the small Imperial Disc Ruling machine supplied in August 1929 and supply has been arranged accordingly.

3. It is suggested that, in future demands for separate parts for machines, details of the original supply should be given in the order to obviate possible delay in the supply.

Supply of typewriters on hire.

Recovery of payment of —

Government, Home Department, Letter No. 4267/4-A, dated 19th June 1941, to A. F. S. Talyarkhan, Esquire, Secretary, Bombay War Publicity Committee, Bombay.

"With reference to the letter from the Assistant Secretary, Bombay War Publicity Committee, No. 802, dated the 8th May 1941, on the subject of exemption from paying hire charges for typewriters supplied by the Superintendent, Government Printing and Stationery, Bombay, I am directed to state that Government regrets that it cannot grant exemption from paying hire charges for the typewriters lent to the Bombay War Publicity Committee by the Superintendent, Government Printing and Stationery, Bombay.

In the case of a non-official body it is the practice that exemption is not given, in order that all expenditure of the body should be on record."

Letter from the Secretary, Bombay-Sind Public Service Commission, No. 517, dated 21st December 1940 :—

"SUBJECT.—*Promotions from subordinates to Gazetted Posts.*

I am directed to state that, as in accordance with the instructions issued in Government endorsement, No. 1713/34-D, dated 30th August 1937, the Commission have to examine and consider the claims of *all* officers, and not only of the particular officer or officers whom the Secretariat Department nominate for promotion, they consider it necessary that a seniority list of officers serving in the subordinate services should be forwarded to them. I am accordingly to request you to instruct the Secretariat Department to forward to the Commission an up-to-date printed seniority list whenever proposals are forwarded to the Commission."

POLITICAL AND SERVICES DEPARTMENT.

No. 1713/34-D.

Bombay Castle, 20th June 1941.

Copy forwarded to all Departments of the Secretariat (except the Separate Department) with a request that when consulting the Public Service Commission in connection with appointments by promotions of officers from a lower service or group of posts to a higher service or post, that body should in each case be supplied with a complete and up-to-date seniority list of officers belonging to the service or group of posts from which the promotion is to be made.

2. The departments are requested to issue the necessary instructions to the Heads of Departments under them in order to ensure that the required lists are available.

GENERAL DEPARTMENT.

No. 1954/33/10570-D.

Bombay Castle, 5th July 1941.

Copies forwarded to the Superintendent, Government Printing and Stationery with reference to the correspondence ending with his letter No. M.B. 2869, dated 6th March 1941.

2. It is requested that in cases of the type referred to in paragraph 1 of the Political and Services Department endorsement, the list mentioned therein should be supplied to this department invariably for transmission to the Bombay-Sind Public Service Commission.

Copy of letter No. M.B. 2869, dated 6th March 1941, from the Superintendent, Government Printing and Stationery, Bombay, to the Secretary to Government, General Department, Secretariat, Bombay :—

"SUBJECT.—*Promotions from subordinate to Gazetted officers.*

Reference.—*Government Memorandum, General Department, No. 1954/33/2254-D, dated 27th January 1941.*

I have the honour to state that the Gazetted officers of this department are only the Superintendent, Government Printing and Stationery and the Managers of the three Government Presses, viz. the Government Central Press, the Yeravda Prison Press and the Photozinco Press. According to the orders issued in Government Resolution, General Department, No. 5956, dated the 19th August 1925 apprentices when selected are trained in India and in England and then they are appointed as Assistant Managers (Non-Gazetted appointments). From this post they are promoted to the grade of the Managers whenever vacancies occur. It is therefore presumed that the promotions from subordinate to the Gazetted posts in this department are not required to be examined by the Public Service Commission."

Stationery : Local purchase of article not permissible.

Chapter VIII—Standing Order No. 12.
Poona, 23rd May 1941.

According to rule 55 (c) of the Manual of Contingent Expenditure, local purchase of articles of stationery, rubber stamps and other articles usually supplied by the Stationery Department is not permissible unless specially sanctioned by Government on the recommendations of the Superintendent, Government Printing and Stationery. Recently this office had to ask for Government sanctions to regularise the purchases made by certain Range Forest Officers in contravention of this rule and Government in according sanction to the purchase already made have drawn attention to the above rule and orders that Range Officers should be directed to obtain their supplies of stationery from the Superintendent, Government Printing and Stationery, Bombay, in future and not to buy them locally. The Conservators are therefore requested to see that in future no articles are purchased locally by any officers. Range Forest Officers are paid a fixed contingent allowance to meet the cost of stationery articles usually required by them and if they require any additional articles for any work of an unusual nature they should report their requirements to the Divisional Forest Officers who should after careful scrutiny of the requirements submit an indent for the articles to the Superintendent of Government Printing and Stationery through the Conservator. If the articles are urgently required the Divisional Forest Officer should issue the articles from the stock held by him which he may replenish by submitting supplymentary indent.

Stationery.

Supply of — for the use of the Court of the Resident Magistrate at Belapur Road, Ahmednagar District.

(G.R., H.D., No. 4099/4, dated 30th June 1941.)

RESOLUTION.—Sanction is accorded to the supply of (1) a Clock and (2) articles of stationery by the Superintendent, Government Printing and Stationery, Bombay, to the Court of the Resident Magistrate at Belapur Road (Ahmednagar District) and to the Resident Magistrate at Baramati (Poona District).

Printing of Forms.

Rambilas Anandilal Podar College, Bombay.

(G.R., G.D., No. 3281/33, dated 23rd June 1941.)

RESOLUTION.—Sanction is accorded to the printing at the Government Printing Presses of forms etc. which may be required by the Rambilas Anandilal Podar College, Bombay. The cost of printing should be debited to "38-Medical" for the purpose of *pro forma* accounts.

2. The forms etc. should be approved by the Surgeon-General with the Government of Bombay before they are sent for printing.

Home Department letter No. 3753/4-B, dated 15th March 1941, to the Registrar, High Court, Appellate Side, Bombay :—

"SUBJECT.—*Capital Sentences.*

Delay in passing of — and their confirmation by the High Court; Steps to prevent —

I am directed to say that recently this Government at the instance of the Governor General's Secretariat, undertook an examination of the interval that occurs in this Province between the passing of a death sentence and its confirmation by the High Court. On an analysis of the figures of 1938 and 1939, the average period was found to be one month and 23 days in 1938 and 2 months in 1939. Government is satisfied that this average is by no means unsatisfactory and understands that in fact it compares favourably with the average period in some other High Courts.

The analysis however disclosed that some cases of delay occurred when the High Court vacations intervened between the passing of the sentence and its confirmation. Government is informed that arrangements are made in all other High Courts, in the Chief Court of Oudh and the Judicial Commissioner's Court, North West Frontier, for the disposal of confirmation cases during the vacation. In view of the great importance of avoiding, as far as possible, suspense and uncertainty to the accused in such cases, I am to request that you will be so good as to move the Honourable the Chief Justice and Judges to consider whether similar arrangements during vacations can be made in the Bombay High Court."

Copy of letter No. 1248 dated 25th March 1941 from the Registrar, High Court, Appellate Side, Bombay, to the Secretary to the Government of Bombay, Home Department, Bombay :—

SUBJECT.—*Capital Sentences.*

Delay in passing of — and their confirmation by the High Court.

To your letter No. 3733/5-B, dated the 15th March 1941, on the subject noted above, I am directed by the Honourable the Chief Justice and Judges to reply as follows :—

"Government appear to have assumed that no arrangement is made in vacation to dispose of confirmation cases. I am to say that such an assumption is entirely incorrect. There are two criminal sittings in each vacation, and it is the settled practice that all confirmation cases ready on these days are taken up and disposed of. They are given the first place on the board, and are heard as speedily as in term time. The utmost delay in hearing a confirmation case which can be occasioned by the High Court Vacation is a fortnight.

Each confirmation case however has to be printed and the High Court is dependent entirely upon the Government Central Press for obtaining the print in such cases. In the examples referred to in paragraph 2 of your letter, the delay must have been due to the prints not being ready, a circumstance over which Their Lordships have no control.

The accompanying statement for the years 1937-40 will show the actual disposal of confirmation cases during the vacation."

Government letter, Home Department, No. 3753/4-B, dated 18th April 1941, to the Superintendent, Government Printing and Stationery, Bombay :—

Subject.—Delay in passing of capital sentence and their confirmation by the High Court.

I am directed to forward for information copy of the papers noted in the margin and to request that you will be so good as to see that the records of confirmation cases are printed without any avoidable delay. The High Court is being requested to mark such cases as "Urgent" to enable the Manager, Government Central Press, to distinguish them from the rest.

1. Government letter, Home Department, No. 3253-4-B, dated 15th March 1941.
2. Letter from the Registrar, High Court, Appellate Side, Bombay, No. 1248, dated the 25th March 1941.

No. M.B. 393 of 1941-42, dated 24th April 1941, from the Superintendent, Government Printing and Stationery, Bombay :—

Copy forwarded with compliments to the Manager, Government Central Press, Bombay.

2. These cases should be treated as Very Urgent.

3. Kindly let me know whether there is any difficulty to treat them as such.

Advertisements.

Notification in connection with the T. S., Dufferin.
Publication of — in the Bombay Government Gazette, free of charge.

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 4532/33.

Bombay Castle, 31st May 1941.

Letter from the Captain Superintendent, I.M.M.T.S. "Dufferin", No. A. 3/G-192, dated the 25th April 1941 :—

"I have the honour to state that a copy of the Ship's Notification inviting applications for last year's Qualifying Examination was forwarded to the 'Publisher of your Government Gazette last year under my letter No. A. 3/G-1150-1157, dated the 25th June 1940 with a request to publish it free of cost in your Provincial Government Gazette. The Notification was published but it is not known whether it was free of cost and whether the sanction covered the publication of the Ship's Qualifying Examination Notice free of cost annually in future.

The Training Ship "Dufferin" is an All-India Institution. It is in the interest of the general public of your Province to make known to them the excellent training and opportunities of a sea-career offered by the "Dufferin".

Last year a request was made to the Government of India and the Publishers of all the Provincial Government Gazettes to publish the Ship's Notification and I am glad to state that the publicity thus obtained produced very good results. We had the maximum number of applicants for the last ten years and the highest number of passes in the Qualifying Examination since the Ship started.

I forward herewith a Notification for the current year and request that its publication in your Government Gazette free of cost may please be sanctioned permanently so as to enable me to send it in future direct to the Superintendent of your Government Press. This year the Notification may please be published in your Gazette of Saturday the 21st June or in the nearest issue to that date.

I may add that the Government of India and the Governments of Bengal, Madras, Central Provinces and Berar, Sind, Orissa and the United Provinces have already sanctioned the publication of our Notification free of cost in their respective Gazettes."

Memorandum from the Superintendent, Government Printing and Stationery, Bombay, No. D/152, dated the 10th May 1941.

"Returned with compliments.

"2. A notice was published in Part I of the *Bombay Government Gazette*, dated 1st August 1940 on page 2423 and the amount of Rs. 9-3-0 being the cost of same was recovered from the Captain Superintendent, I.M.M.T.S. "Dufferin". If Government desire that these Notifications should not be charged for in future, the necessary orders may kindly be issued."

RESOLUTION.—The Notifications from the Captain Superintendent, I.M.M.T.S. "Dufferin" should be published in the *Bombay Government Gazette* free of charge.

Home Department letter No. 572/4 III, dated the 7th June 1941, to the Inspector General of Prisons, Province of Bombay.

SUBJECT.—*Jailors Group I.*

Proposal to notify in the Gazette the appointments of —

"With reference to paragraph 7 of your letter No. 16162, dated the 7th September 1940, I am directed to state that Government is pleased to authorise you to notify in *Bombay Government Gazette* the appointments of Jailors in Group I.

2. Necessary corrections to Bombay Civil Services Rule No. 9 (21) will be issued in due course."

Stationery and Printing Department. Work done for Central Government.

Adjustment of cost of —

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 8938.

Bombay Castle, 5th June 1941.

Read Government Resolution, General Department, No. 8938, dated the 9th November 1932.

Read Government Resolution, Revenue Department, No. 296/33, dated the 10th March 1933.

Letter from the Controller of Printing and Stationery, Government of India No. 2/20/41-P, dated the 20th May 1941 :—

"I have the honour to address you on the subject of the method of adjustment of the cost of the work executed at your Press on behalf of officers of the Central Government. In accordance with the Government of India, Finance Department, letter No. D. 414-F/30, dated the 17th October/4th November 1931, the statement of cost is forwarded monthly by the officers in charge of your Presses to the Accountants General concerned for raising the necessary debits against the budget head "56-Stationery and Printing—Central" and a copy of the same endorsed to this office for information. On receipt of the statement the items of work entered therein are checked by this office with a view to seeing whether their printing was duly authorised by this office. If, however, any item of work included in the statement is found to have been printed without the sanction of this office, the matter is referred to the officer concerned. This leads to the raising of debit of cost for the printing of unauthorised items of work and to unnecessary correspondence all round. In order to avoid this, I am to request that if the Local Government sees no objection, instructions may kindly be issued to the officers-in-charge of the Provincial Government Presses to forward the monthly statements, in duplicate, first to this office, with effect from the month of May 1941. This office will after verification return one copy duly countersigned to the Provincial Presses for raising the necessary debits through the Accountants General concerned."

RESOLUTION.—Copies of the foreign letter from the Government of India should be forwarded to the officers and Departments concerned for information and guidance.

(*Except the Press and Forms Manager, Bengal, who is already adopting the proposed procedure.)

Copy of letter No. L. 18/12-1395, dated 23rd July 1941, from the Examiner, Local Funds Accounts, Bombay, to the Secretary to Government, Finance Department, Bombay.

SUBJECT.—Printing of letter heads for the use of the Local Board Audit Department.

"I have the honour to invite a reference to Government Memorandum, Finance Department, No. 1790/33/11543-A, dated 31st May 1940 according sanction to the printing of 3,000 letter heads at the Government Central Press, Bombay, for the use of this office and to state that as the stock of letter heads then printed is nearly exhausted, fresh sanction may kindly be accorded to the printing of 4,000 letter heads as per sample No. 1 and 500 as per sample No. II attached which would satisfy the requirements of this office for about 3 years. The Manager, Government Central Press, who was consulted in the matter states that the cost of printing these forms would amount in all to Rs. 45, *vide* copy of his letter No. B. S. 639, dated 18th July 1941 attached. The favour of early orders of Government is requested.

2. I would also enquire whether with a view to avoid frequent reference to Government, there is any objection to Government sanctioning the printing of these letter heads by the Government Central Press as a permanent arrangement. The average cost of printing per annum might work up to about Rs. 15."

Finance Department, No. 1790/33/1707-A,
30th July 1941.

Subject.—Printing of letter heads for the use of Local Fund Audit Department.

Memorandum.

The undersigned presents compliments to the Examiner, Local Fund Accounts Bombay, and with reference to his letter No. L. 18/12-1895, dated 23rd July 1941, is directed to convey the sanction of Government to the printing of letter heads as per samples No. I and No. II sent by him, at the Government Central Press, Bombay, as a permanent arrangement. The cost of printing should be debited to the head "25-General Administration" for purposes of *pro-forma* accounts.

Development Department Chawls, Bombay.

Rent-free occupation of rooms by inferior Government servants in the—

GOVERNMENT OF BOMBAY.

PUBLIC WORKS DEPARTMENT.

Resolution No. 2892/36.

Bombay Castle, 18th June 1941.

Letter from the Accountant General, Bombay, No. P. W. I-15/276, dated the 24th May 1941, as under:—

"2. In order to enable the Chawl Superintendents to take the necessary action at the proper time in the case of those Government servants who become liable to pay rent or vacate the rooms by their proceeding on leave without pay, transfer, termination of their appointment, etc., it is necessary that the statements required to be sent by the Heads of offices should be sent regularly and promptly. I have therefore to request Government to issue orders to all the concerned Heads of Offices to send the monthly statements regularly to the Manager, Development Department chawls, not later than the 5th of the succeeding month."

Medical Boards.

Examination for commutation of pensions Procedure relating to —

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution, No. 1714/33.

Bombay Castle, 9th July 1941.

Letter from the Surgeon General with the Government of Bombay, No. S. 217/B, dated the 30th May 1941.

RESOLUTION.—Government is pleased to direct that all heads of offices concerned should, from 1st August 1941, arrange for the medical examinations for commutation of pensions in direct communication (1) with the Civil Surgeons of the Districts concerned in case of examinations by single medical officers and (2) with the Superintendent, J. J. Group of Hospitals, Bombay, and the Civil Surgeons of Poona and Ahmedabad, for examination by Medical Boards.

Annual establishment returns.

Directions for preparation and submission of.—

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution, No. 2704/33.

Bombay Castle, 30th June 1941.

RESOLUTION.—In amplification of Government Resolution, Finance Department, No. 2704/33, dated 7th November 1940, Government is pleased to direct that the following sub-paragraph should be added to the note below direction 8 of the Auditor General's directions for the preparation and submission of the annual establishment return printed as an accompaniment to Government Resolution, Finance Department, No. 2704/33, dated 15th April 1940 :—

"The annual establishment return should be in two parts, one for permanent establishment including the permanent and officiating incumbents of permanent posts, and the other covering all temporary posts in existence on the 1st April each year. Whenever a temporary post is subsequently made permanent, a remark to that effect should be made in the return for that year."

Supply of spacing cards to Sylviculturist to Government, Poona.

(Government Memorandum, Revenue Department, No. S/82/19818-D, dated 3rd September 1941.)

MEMORANDUM.

The undersigned presents compliments to the Superintendent, Government Printing and Stationery, Bombay, and in forwarding a copy of letter from the Chief Conservator of Forests, No. 18/2233, dated 7th August 1941, and its accompaniments, is directed to state that the Sylviculturist to Government, Poona, should be supplied annually with 25 sets of spacing cards.

Copy of letter from the Chief Conservator of Forests, No. 18/2233, dated the 7th August 1941.

Subject :—Research forms—supply of.

I have the honour to state that 25 sets of spacing cards (each set of 5 cards with 5 different tabs) according to the sample sent herewith are required annually by the Sylviculturist, Bombay Province, for maintaining records pertaining to the sylvicultural experiments. The Superintendent, Government Printing and Stationery, who was referred to in the matter has informed me that the required cards can be supplied by him if Government sanction to the supply is obtained. I therefore request you to kindly move Government to sanction the annual supply of 25 Spacing Cards to the Sylviculturist, Bombay Province.

Stationery and Printing Department.

Work done for the Central Government.
Adjustment of cost of—

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 8938.

Bombay Castle, 6th September 1941.

Read Government Resolution, General Department, No. 8938, dated the 5th June 1941.

Letter from the Controller of Printing and Stationery, India, Government of India, No. 2/20-41/P, dated the 9th August 1941.

"I have the honour to refer to this office letter No. 2/20/41-P, dated the 20th May 1941, and to say that it is understood that the accounts of a financial year are closed by the 15th of April of the year following.

2. In order to enable the Accounts Officers concerned to adjust the expenditure incurred in the month of March, on account of the printing work done for Central Officers by the Provincial Governments, within the date referred to in paragraph 1 above, it has been decided that the officers in charge of the Provincial Presses should submit in future the monthly statements in respect of that month direct to the Accounts Officers concerned and a copy thereof to this office for necessary action.

3. Any re-adjustment that may be necessary with reference to the figures, finally accepted by this office may be made in the accounts of the following financial year.

4. * * * *

5. It has been noticed in some instances that blank monthly statements are forwarded to this office when no work is done for the Central Officers. This is unnecessary since no debits are required to be raised. The fact, should however, be communicated to this office by a letter."

RESOLUTION.—Copies of the foregoing letter from the Government of India should be forwarded to the officers and the Departments concerned for information and guidance.

Bombay Primary Education Act, 1923.

Forms—Procedure for the printing of, required by local Authorities.

(Government Resolution, Educational Department, No. S. 96, dated 6th October 1941.

RESOLUTION.—Government is pleased to direct that the following procedure which has so far been adopted only in the case of the forms prescribed by Government under rule 145 of the Primary Education Rules, 1924 (*vide* paragraph 2 of Government Resolution, Educational Department, No. 3631 dated the 19th September 1928), should be adopted

in future in the case of all other forms printed locally by the local authorities if a claim for Government grant is made on the cost of printing such forms :—

(*a*) The Director of Public Instruction shall decide, in the first instance, in consultation with the Examiner, Local Funds Accounts, whether the expenditure incurred in getting any particular forms printed locally should be adopted for grant.

(*b*) If it is decided to admit the expenditure of Government grant, the local authority shall be required to produce a certificate from the Superintendent, Government Printing and Stationery, Bombay, showing what the form or forms printed by it locally would have cost (including freight and all other incidental charges) had they been obtained from the Government Press.

(*c*) If the expenditure incurred by the local authority is equal to or less than the amount certified by the Superintendent, Government Printing and Stationery, under (*b*) above, the whole of it should be admitted for grant, and if it exceeds the latter amount, so much of it only as is equal to the latter should be admitted for grant.

(*d*) If the local authority fails to produce the certificate ,the whole of the expenditure should be disallowed for grant.

Maintenance of confidential reports.

Superior Technical Assistants.

(Government Memorandum, General Department, No. 2621/23-C, dated 8th September 1941.)

Government Central Press, Bombay.

1. All Heads of Sections.
2. All Clerks.
3. Foremen of Piecework Companies.
4. Assistant Foreman of Piecework Company.
5. Type Storekeeper.
6. Readers.
7. Lino Mechanic and Lino Foreman.
8. Machine Mukadam.
9. Assistant, Head Book Binder.
10. Gilder.
11. Section Holders in Binding.
12. Motorman.
13. Fitter and Turner.
14. Carpenter.

Note.—It is not necessary to maintain confidential reports of the holders of the post of binders and piecework compositors, i.e. workmen.

(Government Memorandum, General Department, No. 2621/33-C, dated 28th November 1941).

For the Yeravda Prison Press, Yeravda, Poona.

1. All Heads of Sections.
2. All Clerks.
3. All Readers.
4. English and Gujarati Compositors.
5. English and Kannada Compositors.
6. First Machineman.
7. First Assistant Binder.
8. Stereo Typer.

For Government Photozinco Press, Poona.

1. All Heads of Section.
2. All Clerks.
3. Draftsman in the grade of Rs. 105—5/2—140.
4. Draftsman in the grade of Rs. 75—5/2—100.
5. Photographers in the grade of Rs. 75—5/2—100.
6. Head Printer.

In the case of the Stationery Office and Book Depot, confidential reports should be maintained of the following men in the superior service—

1. All Clerks of the Stationery Office including the Storekeeper.
2. All Clerks of the Government Book Depot.
3. All Mechanics in the workshop of the Stationery Office.

History of Services.

Government Officials.

Classification of — as "for official use only".

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 4603/33.

Bombay Castle, 19th November 1941.

RESOLUTION OF GOVERNMENT.

Government is pleased to direct that the History of Services for the Province of Bombay should be classified as a document for official use only, pending further orders.

Stationery.

District Co-operative Officers. Supply of—to.

(Government Memorandum, Revenue Department, No. 6368-H/39, dated 10th October 1941.)

The undersigned presents compliments to the Superintendent, Government Printing and Stationery, Bombay, and with reference to his letter No. 525, dated 30th August 1941, to the Registrar of Co-operative Societies and Director of Rural Development is directed to convey the sanction of Government to the supply of stationery, forms, etc. to the ten District Co-operative Officers whose posts were sanctioned in Government Resolution, No. 4750/39 dated the 11th June 1941 (copy enclosed).

(Copy of Government Resolution, Revenue Department, No. 4750/39, dated 11th June 1941).

Read Paragraph 5/2 of Government Resolution No. 4750/39 dated the 29th November 1940.

Letter from the Registrar, Co-operative Societies and Director of Rural Development, No. Rul. E.S.T./40, dated the 20th January 1941.

RESOLUTION.—Sanction is accorded to the employment of the following staff in the Co-operative Department on a temporary basis up to 28th February 1942:—

1 District Co-operative Officer on Rs. 180—10—270.

3 District Co-operative Officers on Rs. 135—5—180.

6 District Co-operative Officers on Rs. 95—5—130.

16 Peons on Rs. 14 each per month.

2. The charge on account of the staff should be debited to the head "42-Co-operation" Special Development Programme". The Registrar should be

requested to report by 1st November 1941 the total expenditure likely to be incurred on the staff during the current year. On receipt of this report, steps will be taken to point out a source from which the expenditure should be met.

3. Proposals for the continuance of the staff, beyond 28th February 1942, should be included in the list of new items for 1942–43.

Political and Services Department letter, No. 1639/34-A, dated the 21st October 1941, to the Controller of Inspection, Indian Stores Department, Bombay Circle.

Subject.—Liveries for Inferior Staff.

"With reference to your letter to the Secretary to the Government of Bombay, General Department, No. 36-G/66, dated the 1st September 1941, I am directed to state that the Superintendent, Government Printing and Stationery, Bombay, is being asked to supply you, for the duration of the war, cloth for cotton suits, kamberbands and red belts for the peons in your office on payment of cost of material plus usual departmental charges."

Copy of letter from the Controller of Inspection, Indian Stores Department, Bombay Circle, No. 36-G/66, dated the 1st September 1941, addressed to the Secretary to Government, General Department.

Subject.—Liveries to Inferior Staff.

"I have the honour to enclose herewith copies of marginally noted correspondence with the Superintendent, Government Printing and Stationery, and to state that it is not possible for this Department to arrange for the purchase of liveries within the rates sanctioned by you.

This office letter No. 36-G 66, dated 20th June 1941.

Superintendent, Government Printing and Stationery, Bombay, letter No. A. B. 438, dated 28th June 1941.

I have therefore to request that necessary sanction may kindly be accorded to enable this Department to obtain supplies through the Superintendent, Government Printing and Stationery, Bombay, on payment of cost of material plus usual departmental charges for the duration of the war."

Copy of letter from the Controller of Inspection, Indian Stores Department, Bombay Circle, No. 36-G/66, dated the 20th June 1941, addressed to the Superintendent, Government Printing and Stationery, Bombay.

"In inviting a reference to your letter No. A. B. 252, dated 15th May 1941, I have the honour to state that I require liveries for 16 peons. The Controller of Purchase, Indian Stores Department, Bombay, was requested to place an order but he has expressed his inability to arrange for their purchase within the scales sanctioned by you due to the present condition of the market.

2. I shall therefore be obliged if you will kindly arrange to supply the following items of liveries within the sanctioned scale through your contractors at an early date :—

56 Cotton suits (56 pants and 56 coats)

24 Khaki Pagrees.

12 Red Kamarbands.

12 Red Belts.

The contrators may be instructed to take measurements of the peons in this office.

Departmental charges, if any, may please be claimed by you."

Copy of letter from the Superintendent, Government Printing and Stationery, Bombay, No. A.B. 438, dated 28th June 1941, addressed to the Controller of Inspection, Bombay Circle, Bombay.

"With reference to your letter No. 36-G/66 dated the 20th instant, I have the honour to state that this office supplies cloth for cotton suits and kamarbands. Ready made belts will be supplied by this office. Khaki Pagrees are not stocked and supplied by this office. Cloth for cotton suits and kamarbands and red belts will be supplied to you on receipt of the sanction of the Bombay Government."

Copy of letter from the Controller of Inspection, Indian Stores Department, Bombay Circle, No. 36-G/66 dated the 17th September 1941, addressed to the Secretary to Government, General Department.

"I have the honour to invite a reference to this office letter No. 36-G/66 dated 1st September 1941 and to request that you will kindly accord necessary sanction to enable this office to obtain the liveries of peons through the Superintendent, Government Printing and Stationery, Bombay".

REVENUE DEPARTMENT.

No. 5072-G/39-Confd.

Bombay Castle, dated 31st October 1941.

Subject—Stationery.

Special Land Acquisition Officer to deal with work in connection with acquisition of land required for a new aerodrome near Santacruz, Cantonment.

MEMORANDUM.

The undersigned presents compliments to the Superintendent, Government Printing and Stationery and in forwarding a copy of the Collector, Bombay Suburban Districts letter No. G. N. L., dated 7th October 1941, is directed to request him to supply the necessary stationery articles to the Special Land Acquisition Officer.

REVENUE DEPARTMENT.

No. 8628/33/26308-E.

Bombay Castle, dated 6th November 1941.

Subject—List of Candidates for Mamlat. Annual printing of—

MEMORANDUM.

The undersigned presents compliments to the Commissioner, Southern Division, and with reference to his letter No. E. S. T. 1459, dated 23rd October 1941, is directed to convey the sanction of Government to the annual printing of the list of Candidates for Mamlat.

REVENUE DEPARTMENT.

No. 4114/33/22213-H.

Bombay Castle, dated 22nd October 1941.

Subject—Co-operative Training and Education Scheme.

Supply of articles of stationery to Educational Supervisors and clothing to their peons.

MEMORANDUM.

The undersigned presents compliements to the Registrar of Co-operative Societies and Director of Rural Development, and with reference to his letter No. ADM/284-IV, dated 6th September 1941, is directed to convey the sanction of Government to the supply of articles of stationery to the Educational Supervisors employed under the Co-operative Training and Education Scheme and clothing to their peons. The expenditure should be debited to the Government of India subsidy for the scheme.

Seniority in Provincial Services.

(G.P. & S. D. R., No. 4283/34, dated the 21st November 1941.)

RESOLUTION.—Government is pleased to direct that the following principles should be observed in determining the seniority of direct recruits and promoted officers in the Provincial Services except the Bombay Service of Engineers, Class I—

(1) In the case of direct recruits appointed substantively on probation, the seniority should be determined with reference to the date of their appointment on probation.

(2) In the case of officers appointed to substantive vacancies, the seniority should be determined with reference to the date of their promotion to the substantive vacancies provided there has been no break in service prior to their confirmation in those vacancies.

Deeds.

Execution of and contracts on behalf of the Governor.

(H. D. C., No. 5940/3-III, dated the 22nd October 1941.)

Section 175 (3) of the Government of India Act, 1935, provides that all contracts made in the exercise of the executive authority of a Province shall be expressed to be made by the Governor of the Province and that all such contracts and all assurances of property shall be executed on behalf of the Governor by such persons and in such manner as he may direct or authorise. The question whether under the above provisions a contract must necessarily be evidenced by a formal document in the nature of an indenture or deed is not entirely free from doubt. In Secretary of State for India in Council versus Bhagvandas Goverdhandas reported in 40 Bom. L.R. 19, the High Court has taken the view that under section 30 of the Government of India Act 1915, a formal document or deed is not necessary and that a contract can be concluded by correspondence between the contracting parties. In order, however, that such correspondence should constitute a concluded contract, it is essential that any offer made or accepted by Government should be expressed to be made or accepted by the Governor of Bombay. The officers who are authorised to execute deeds and contracts on behalf of the Governor of Bombay are therefore requested to take good care to see that in cases in which they make or accept any offers, such offers are expressed to be made or accepted by the Governor of Bombay.

Hints on detecting counterfeit coins.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No. 1514/33.

Bombay Castle, dated 26th November 1941.

RESOLUTION OF GOVERNMENT.

The accompanying Memorandum issued by the Master of the Mint, Bombay, containing "Hints on detecting George VI, counterfeits of 1940 and onwards with security edge" should be brought to the notice of all heads of offices for information and guidance.

Two kinds of counterfeits are found, cast and struck, or a combination of the two.

2. Cast counterfeits are the most easily made, and therefore more usually found. The mould into which the molten metal is poured, may be made of sand, clay, powdered burnt brick, plaster of paris or similar material, and the impression on the mould is taken from the genuine coin. The mould has a small hold, or "gate" cut in the rim, through which the molten metal is poured. The metal which fills this hole, and solidifies with the rest of the casting, forms a profection on the rim of the cast coin, which must be cut off to enable the rim at this point to be finished and milled by hand, and security groove put in. Signs of this hand finishing can usually be detected on the rim of cast counterfeits.

3. Struck counterfeits are made by striking or pressing blanks between dies of hard metal, the designs of which are engraved by hand, or from dies of softer metal on which the impressions can be transferred from a genuine coin. The blanks, thus struck, may have been first cast or cut from sheet metal.

4. Counterfeits are more easily detected if compared with one or more genuine coins of the same design, using a magnifying glass if necessary. A suspicious coin may also be weighed against a genuine coin showing the same amount of wear, since most counterfeits which do not contain much lead are lighter than genuine coins.

5. When rung on a hard surface, genuine coins should give a clear sound. Counterfeits, as a rule, do not produce a clear ring if made of base metal. Others may contain more silver than the genuine coin which contains 50 per cent. silver and in this case the ring may be clear, but will give a lower tone than the genuine alloy.

This, however, is not a conclusive test, as counterfeits occasionally ring well, while genuine coins are sometimes "dumb" owing to small cracks or flaws in the metal. The presence of such cracks, if visible on the edge of the coin would indicate that the coin is genuine.

6. The thickness of the genuine coin is uniform while counterfeits are sometimes thicker at one side than at the other, and are often slightly bent or distorted, so that they will not lie evenly between two other coins.

7. The rim of genuine Rupees, half-rupees and quarter rupees are regularly milled all round with straight indentations at right angles to the faces, but rupees of 1940 and onwards, and half-rupees of 1941 onwards have also a security device in the centre of the milled edge. This device consists of a shallow groove containing alternative heads and diagonal lines, in two sections, separated by blank spaces. The blank portions on rupees of 1940 are about twice the length of those of rupees or half-rupees bearing the date 1941. In counterfeits of these coins, the milling is often at a slant, the spaces between the indentations irregular, and the indentations themselves uneven or broken. The milling can best be examined by placing the suspected coin between two good coins of the same description, when defects can readily be detected.

Coins should not be classed as counterfeits solely on account of bad milling. Since genuine coins are found with worn milling, with portion soldered for use as ornaments or with the edges field or touched up. Coins or which the milling is good however, are seldom counterfeit.

8. The beading on the face of the rim of genuine coins should be even and regular, the pearls being uniform in size and shape, and evenly spaced. The enclosed spaces of letters and figures such as O, P, A, R, D, 4, 9, 0, in cast counterfeits are sometimes filled with metal. In struck counterfeits the pearls are often spaced at irregular intervals and are sometimes very small and far apart.

9. The beads and diagonal lines which appear alternately in relief, inside the security groove should be clear cut, well defined, and uniform in size and shape. The blank portions of the groove should be equal in length. In counterfeits, the beads and diagonal lines are often badly shaped and uneven in size, the intervening spaces being sometimes filled with metal. The blank portions usually show signs of metal having been scooped out by hand, resulting in broken milling on either side of the blank portion, and possibly a wider groove than in genuine coins.

10. The devices on the observe and reverse should be clear and well defined, especially in outline. Blurred lines or edges and an imperfect impression (unless plainly due to wear and tear) are suspicious. Letters and figures of the inscription should be clear, well defined and rounded. Blurred, irregular, or double lines are to be regarded with suspicion. In some counterfeits the letters are much thinner than on genuine coins.

11. The table or plain surface of the coin (i.e. the portion not occupied by any design or inscription, should be smooth, even and free from blemish. An uneven, spotted or rough surface with irregular modes of metal thereon is suspicious.

12. All cast coins are counterfeits. In a cast coin the surface is usually rough or pitted with minute holes. The rim is usually defective, particularly at the "gate" or point where the metal was poured into the mould.

13. In the case of struck counterfeits, it is not unusual to find several with indentical marks or defects, having been struck from the same dies. The milling is usually very irregular. In the case of cast counterfeits, the milling and the design in the groove are often evenly spaced, except at the "gate" where the surplus metal has been removed.

14. Genuine coins which have suffered by the action of chemicals or fire may have rough and discoloured surfaces though they are generally distinguishable from cast coins. In doubtful cases suspicious coins should be sent to one of the Mints for examination.

15. Counterfeits made from a mixture of tin and lead are soft and easily bent, and will sometimes emit a cracking noise when bent between the fingures while being held close to the ear.

16. Rupees bearing dates 1938 and 1939 and half-rupees bearing dates 1938, 1939 and 1940 which are found with the security grooved edge are definitely counterfeit. Rupees and half-rupees of these issues are regularly milled all round like earlier issues without a security edge. Similarly rupees of 1940 and onwards, and half-rupees of 1941 and onwards which are regularly milled all round like earlier issues are also counterfeits.

17. A counterfeit will usually be found to exhibit at least two or more of the foregoing faults. A coin should not ordinarily be condemned for only one fault unless it is very marked.

18. George VI Rupees of 1938 and 1939, half-rupees of 1938 and 1939 and quarter-rupees of 1939 are made of Standard Silver. Rupees, half-rupees and quarter-rupees of 1940 and onwards are made of quarternary alloy containing 50 per cent. silver. Rupees of 1940 and onwards, and half-rupees of 1941 and onwards are also provided with the "Security Edge". The hints on detecting counterfeits of earlier issues given in Appendix 1 to follow page 63 of the Resource Manual are equally applicable to these coins, except that the letters and figures are rounded and not sharp edged.

APPENDIX XII.

Forms of Indents used by the Stationery Office, Bombay.

No. I—Annual indent form for stationery articles.

No. II—Supplementary indent form for stationery articles.

No. III—Annual indent form for stationery for subordinate officers such as Police Inspectors, Sub-Auditors, Co-operative Societies and Inspectors of Weights, etc.

No. IV—Annual indent form for drawing materials.

No. V—Annual indent form for drawing materials (for schools).

No. VI—Indent form for peons' clothing and liveries.

No. VII—Indent form for cloth for covering tables.

No. VIII—Indent form for Bicycle accessories.

No. IX—Annual indent form for stationery for chargeable Officers.

No. X—Model indent form for stationery.

No. XI—Annual indent form for standard forms and envelopes (outer).

No. XII—Annual indent form for standard forms and envelopes (inner).

The Stationery Office Registered No. fixed for your office———— Budget Head to which the cost of the Indent is debitable————

Form of Annual Indent and Advice Note (Receipt) for Stationery required for the office of the————for the year 194 . 194 .

The last supply was asked for in this office indent No.————dated———194 , and was received, *vide* ADVICE NOTE No.————

Numerical strength of the office establishment using the stationery

	No.
Head of the Office	————
Principal Assistants	————
Clerks	————
Bailiffs (Judicial Department)	————
Muster and Outdoor Clerks (P. W. D.)	————
Teachers (Educational Department)	————
Gate-keepers and Circle Amaldars (Jail Department)	————
Compounders, Nurses and Sub-Assistant Surgeons (Medical Department) ..	————
Other staff using stationery	————
Total number of hands ..	————

N.B.—For use by the Stationery Office—

(*a*) The demand is in excess of the prescribed scale.

(*b*) The demand is above the quantity sanctioned in the model indent.

(*c*) The demand appears to be high though within the quantity sanctioned in the model indent.

(*d*) Articles lasting for a number of years are supplied every year according to the fixed percentage.

(*e*) The article is not stocked at the Stationery Office.

(*f*) The purpose for which the article is required has not been stated.

(*g*) A sample may be furnished to guide the supply.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to————
   at Station————District————
   c/o————
2. By seaport to————
   By Rail—Station to————
   By Post to————

No. of 194 –194

Dated 194

CERTIFIED that I have personally examined and checked the balances shown within and that the quantities now asked for are essential for use during the year.

2. Instructions issued in the Stationery Office General Memo. I, dated 15th March 1928, have also been carefully attended to while preparing this indent.

Signature————

Designation————

ISSUE

for Superintendent,
Government Printing and Stationery,
Bombay.

INSTRUCTIONS.

In order to avoid waste, and to exercise a check, on the use of stationery, this form (Spl.—Stnry. 2) has been so prepared as to be useful for both the purposes, viz., (1) Maintenance of the regular account of Receipts and Issues of articles and (2) Preparation of the Indent, and Advice Note (Receipt) for the articles required annually.

One copy of this form should be sufficient for each office for a year. It is not necessary to keep account by branches in an office. Quantities received should be shown under receipts and quantities issued should be recorded similarly under issues for which 12 lines (one line for each month) have been provided. The monthly issues to be recorded in this book are the total quantities issued to branches as recorded on standard form No. Gen. 157e.

Months have been fixed by this office in which each officer's indent is due. In order to remind the officer of the due date one form will be sent to him a month before that date. On receipt of this form, the total of the issues should be taken and the balance struck off. This finishes the indenting Officer's work with the old form Gen. 158. After the book balance is thus struck the other columns, viz. (1) Quantity sanctioned in the model indent, (2) Quantity actually found in stock, and (3) Quantity required, should be filled in carefully. After this is done the quantity found in stock and included in the column (2) referred to above should be shown on the first line, in the new form to be maintained for the next year, against Balance (under Receipt) and this completed combined form should be forwarded to the office of the Superintendent, Government Printing and Stationery to serve as Indent for compliance. That office will then, if necessary, check the entries contained in it and proceed to issue the articles. The combined form will then be sent, with the articles, to the indenting Officer and should be returned to the Stationery Office after (1) checking the stock received with the quantities advised, (2) recording the actual quantities received in the Register under receipts and (3) signing the form in the proper place in token of having received the supply correctly.

	MONTH	PAPER					
		Badami, 6 lb. 13½″ × 8½″		Badami, 12 lb. 17″ × 13½″		Badami Quarto, 8½″ × 6¾″	
		1		2		3	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N. B. on Page 1)							
Value		Rs. a. p.					

N.B.—Articles encircled ○ are at present out of stock and will be supplied on

PAPER

Blotting ordinary		Blotting Superior		Boards straw, 25″ × 30″ = 1¼ lb.	Carbon Demy.		Carbon Foolscap Zanetie.		
4		5		6	7		8		
Reams.	Sheets.	Reams.	Sheets.	Nos.	Reams.	Sheets.	Reams.	Sheets.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

supplementary indent on receipt of fresh stock.

	MONTH	PAPER					
		Cream Wove Foolscap Folio 7 lbs. 13½″ × 8½″		Cream Wove Foolscap Broadside 14 lbs. 17″ × 13½″		Cream Wove Quarto 8½″ × 6¾″	
		9		10		11	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1)							
	Value	Rs. a. p.					

PAPER

Cream Laid Foolscap Folio 6 lbs. 8½″ × 13½″		Cream Laid Foolscap 12 lbs. 17″ × 13½″		Cream Laid Paper Quarto 8½″ × 6¾″		Kraft Double Demy 30 lbs. 22½″ × 35″		
12		13		14		15		
Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

	MONTH	PAPER					
		Brown Thick 50 lbs. 20″ × 30″		Letter D. O. Single Embossed 9″ × 7″		Marble Foolscap 13½″ × 17″	
		16		17		18	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1)							
	Value.	Rs. a. p.					

PAPER							Envelopes D. O.		
Note D. O. Single 7″ × 4½″ Embossed		Ruled Foolscap Broadside Horizontal (33 lines) 12 lbs.		Ruled Foolscap Broadside Vertical (18 lines) 12 lbs.		Tinted Assorted Colours.	Foolscap size	Note size	
19		20		21		22	23	24	
Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.	Sheets.	Nos.	Nos.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

	MONTH.	Books, Foolscap, Rule							
		Horizontal				Vertical			
		1 Qr.	2 Qrs.	3 Qrs.	4 Qrs.	1 Qr.	2 Qrs.	3 Qrs.	4 Qrs.
		25	26	27	28	29	30	31	32
		No.	No.	No.	No.	No.	No.	No.	No.
Receipt.									
1. Balance ..									
2. Receipt ..									
3. Receipt ..									
Total ..									
Issues.									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
	Total ..								
	Balance ..								
Quantity sanctioned in Model Indent.									
Quantity actually in stock ..									
Quantity required ..									
Quantity passed by Stationery Office.									
Reasons for curtailments (*vide* N.B. on Page 1.)									
	Value	Rs. a. p.							

Books, Quarto size	Books Note, Pocket size		Books, Note, short-hand	Bricks, Bath		Chalk				
	Leather bound	Paper bound				White Lump	Crayons white	Crayons coloured	Crayons coloured (gray hound pastels)	
33	34	35	36	37	38	39	40	41	42	
No.	No.	No.	No.	No.		Lbs.	Boxes.	Boxes.	Sticks.	
										1
										2
										3
										4
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										10
										11
										12

	MONTH.	Cloth					
		Binding	Drill for tents	Dungry		Gunny	Mulmul 48″
				Superior	Inferior		
		43	44	45	46	47	48
		Yards.	Yards.	Yards.	Yards.	Yards.	Yards.
Receipt.							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
Total ..							
Issues.							
1							
2							
3							
4							
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11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*vide* N.B. on Page 1.)							
	Value Rs. a. p.						

		Red Covers for files (Leather)				Office Paste in Different Sizes			
Tracing 36″		Small 14″ × 9″	Medium 18″ × 14″	Large 26″ × 20″	Dusters 30″ × 30″	5 ozs.	16 ozs.	20 ozs.	
49		50	51	52	53	54	54A	54B	
Rolls.	Yards.	No.	No.	No.	No.	No.	No.	No.	
									1
									2
									3
									4
									5
									6
									7
									8
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									10
									11
									12

	MONTH.	Glue	Gum Arabic	Gum and Rubber Stamp Brushes	Ink		
					Concentrated blue-black Superior	Indelible	Powder blue-black
		55	56	57	58	59	60
		Lbs.	Lbs.	No.	Bottles.	Bottles.	Packets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
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8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1.)							
Value	Rs. a. p.						

Red (Fuchsine)		Superior blue-black 28 oz.	Blue-black 4 oz. for use with Fountain Pens	Laces for files	Leather pieces for binding	Needles		
						Small 2½″	Large (Dabhans) 3½″	
61		62	63	64	65	66	67	
Lbs.	Oz.	Bottles.	Bottles.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

Nibs,

	MONTH.	Fireman 68		Latem 69		Haldanker 70	
		Doz.	No.	Doz.	No.	Doz.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
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7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1.)							
	Value Rs. a. p.						

Steel, Pens								
Hindu or Nawab 71		72		J. Gilt 73		O·27 Broad Point 74		
Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

Nibs,

	MONTH.	75		Rani 76		Irresistible No. 1405 77	
		Doz.	No.	Doz.	No.	Doz.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues:							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1)							
	Value Rs. a. p.						

Steel, Pens								
Waverly		Correspondence						
		No. 9		No. 10		No. 11		
78		79		80		81		
Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

MONTH	Paper clips, gem	Paper fasteners, brass	Pencils			
			Black Lead			
			Soft	Middling	Hard	Blue
	82	83	84	85	86	87
	Boxes.	Boxes.	No.	No.	No.	No.
Receipt.						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
Issues.						
1						
2						
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4						
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8						
9						
10						
11						
12						
Total ..						
Balance ..						
Quantity sanctioned in Model Indent..						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
Reasons for curtailments .. (*Vide* N. B. on Page 1)						
Value rs. a. p.						

Coloured			Shorthand	Slate	Penholders		Pens reed 7″ long	
Copying	Green	Red			Ordinary	Superior		
88	89	90	91	92	93	94	95	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

—	MONTH.	Pins, common, assorted					
		¾″ 96		1″ 97		1¼″ 98	
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Lbs.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
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12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

Pins, Drawing							
Brass, Large ¾″	Brass, Smal l ½″	Polish brass, tins	Reels, thread	Sand papers 12″ × 10″	Seals, perfect	Silk cord bundles	
99	100	101	102	103	104	105	
No.	No.	No.	No.	Sheets.	Boxes.	No.	
							2
							3
							4
							5
							6
							7
							8
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							11
							12

	MONTH.	Tags (cotton) in bundles of 100 Nos.		Tape		Thread for sewing
		4″	8″	White, 7 yards	Red, 7 yards	
		106	107	108	109	110
		Bundles.	Bundles.	No.	No.	Gundies.
Receipt.						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
Issues.						
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12						
	Total ..					
	Balance ..					
Quantity sanctioned in Model Indent.						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
Reasons for curtailments .. (*Vide* N. B. on Page 1)						
	Value	Rs. a. p.				

Twine				Wax, Sealing					
Thin Balls (cotton)	Thick (cotton)	Jute, inferior	Wax cloth, pieces	Red		Black		Taper sticks	
111	112	113	114	115		116		117	
Balls.	Balls.	Lbs.	No.	Lbs.	Ozs.	Lbs.	Ozs.	No.	
									1
									2
									3
									4
									5
									6
									7
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									9
									10
									11
									12

	MONTH	Typewriter						
		Mulmul pieces 18″ × 18″	Erasers	Oil bottles	Paper, Carbon, Foolscap, Black		Typewriter 4 lbs.	
		118	119	120	121		122	
		No.	No.	No.	Reams.	Sheets.	Reams.	Sheets.
Receipt.								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Total ..								
Issues.								
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	Total ..							
	Balance ..							
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments .. (*Vide* N. B. on Page 1)								
	Value	Rs. a. p.						

accessories.

paper				Ribbons				
				Remington			Royal No. 10 Standard	
3 lbs. 123		2 lbs. 124		No. 10, 11, 12 and 16 125	Portable 126	Noiseless 126-A	127	
Reams.	Sheets.	Reams.	Sheets.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
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								11
								12

	MONTH	Typewriter Ribbons					
		Royal Portable 128	British Imperial Standard 129	British Imperial Portable (Regent) 130	Oliver 9, 10, 11 131	British Empire 132	British Barlock 133
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
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12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery office							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

accessories—*contd.*							Thumb Impression articles		
contd.									
	Underwood								
Corona 3 and 4	No. 3, 4 & Standard	Portable	Wood-stock	A. E. G.	Bijon Portable	Ideal Standard	Ink, black, in 1 oz. tubes	Ink bottles, black, 1 oz.	
134	135	135-A	136	137	137-A	137-B	138	139	
No.	No.	No.	No.	No.	No.	No.	No.	No.	
									1
									2
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	MONTH.	Duplicator						
		Developine bottles	Ink for		Oblitérine bottles		Paper, Roneo, Impression, 6 lbs.	
			Rotary Duplicator	Flat Ellams Duplicator				
		140	141	142	143		144	
		No.	No.	No.	No.	No.	Reams.	Sheets.
Receipt.								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Total ..								
Issues.								
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4								
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8								
9								
10								
11								
12								
	Total ..							
	Balance ..							
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments .. (*Vide* N.B. on Page 1.)								
	Value	Rs. a. p.						

accessories

Stencil paper, hand					Stencil Paper, Type			
145	146	147	Flat Duplicator and Flat cyclostyle wax 148	Red seal Duplicator 149	150	For Roneo T. fitting waxless 151	For Roneo Simplex with 5 cuts waxless 152	
			Quires.	Quires.		Quires.	Quires.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

—	MONTH.	Duplicator accessories—*contd.*						
		Stencil Paper, Type				Silk Sheets Foolscap	Tissue books	Varnish bottles
		153	For R. R. R. 4 or 7 cuts 154	For Flat Duplicator 155	For Red seal 156	157	158	159
			Quires.	Quires.	Quires.	No.	No.	No.
Receipt.								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Issues.								
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7								
8								
9								
10								
11								
12								
	Total ..							
	Balance ..							
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments .. (*Vide* N. B. on Page 1.)								
	Value	Rs. a. p.						

Copying machine accessories			Cyclostyle accessories		D. Gestetner machine accessoriess				
Ink Fascimile	Paper, absorbent, brown 71 lbs.		Paper, Printing, Foolscap Folio 6 lbs.		Correcting fluid bottles	Duroline bottles	Ink tubes, large	Paper, Stencil, Multi-holes Indestrucitible	
160	161		162		163	164	165	166	
No.	Reams.	Sheets.	Reams.	Sheets.	No.	No.	No.	Quires.	
									1
									2
									3
									4
									5
									6
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—	MONTH	167	168	169	170	171	Ink bottles Violet 1 oz. each 172
							No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
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12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value	Rs. a. p.					

*(1) Re : item 171 Brushes required for spreading ink on Pad should be included under item No. 57.

Rubber Stamp accessories*								
Pads			Dater perpetual					
Large 6″ × 3½″	Medium 4½″ × 2½″							
173	174	175	176	177	178	179	180	
No.	No.		No.					
								1
								2
								3
								4
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								11
								12

(2) Re : item 175 Small Pad required for Thumb Impression should be included under item No. 208.

—	MONTH	Bags Canvas			Baskets		Bells, call
		Small 16″ × 7½″	Large 16″ × 12″	Water-proof 17″ × 12″	Cane, paper 15″ × 10″ × 3″	Waste paper (Cane)	
		181	182	183	184	185	186
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
Issues.							
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12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value	Rs. a. p.					

Blotters, hand, wooden	Typewriter Brushes			Clips, spring (Bull Dog)	Cloth, oil 50″/52″ wide	Erasers, ink and pencil	Glasses for water	
	Hard	Soft						
187	188	189	190	191	192	193	194	
No.	No.	No.		No.	Yards.	No.	No.	
								1
								2
								3
								4
								5
								6
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—	MONTH	Hones for sharpening penknives	Ink glasses for red ink	Ink-stands Round Pewter	Ink-stands, China, brown, (with corks)	Ink wells, white, for, round Pewter Ink-stands
		195	196	197	198	199
		No.	No.	No.	No.	No.
Receipt.						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
Issues.						
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12						
	Total ..					
	Balance ..					
Quantity sanctioned in Model Indent.						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
(*Vide* N. B. on Page 1)						
Value ..		Rs. a. p.				

Locks Pad, Brass, for Treasury				Locks, Pad, ordinary, iron, galvanized			Oil cans for Type-writer	
3½″	3″	2½″	2″	2½″	2″	1½″		
200	201	202	203	204	205	206	207	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
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								4
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	MONTH	Pads for taking Thumb impressions and Rubber Stamp $3\frac{1}{4}'' \times 2\frac{3}{4}''$	Paper weights, glass	Pen-knives, Desk	Pen, racks	Pens stylus for Flat Duplicators	Pens, stylus for Rotary Duplicators
		208	209	210	211	212	213
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
Total ..							
Issues.							
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12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
Value ..		Rs. a. p.					

Pens, wheel, for Flat Duplicators	Pin cushions		Pokers	Portfolios Foolscap	Punches for cancelling Stamps	Rollers rubber 3″ for Thumb impression	Rollers rubber 8″ F'cap size for use with Flat Duplicators.	
	For clerks	For officers						
214	215	216	217	218	219	220	221	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
								3
								4
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——	MONTH	Rulers			Weights for Scales		
		Round long, 24″	Round short, 18″	Flat, short, 18″	Scales, letter, without weights	Sets in Tolas	Sets in ozs.
		222	223	224	225	225A	225B
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
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12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

Office Scissors	Slates school (assorted sizes)	Tiles China glazed 6″ × 6″ for Thumb impression	Zinc plates 14″ × 9″ for writing with pencil carbon	Kamblies for Peons	Umbrel las			
226	227	228	229	230	231	232	233	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
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	MONTH	234	235	236	237	238	239
		No.	No.	No.			
Receipt							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
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12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

240

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FOR USE OF THE STATIONERY OFFICE

Particulars of packages and packing.

		No.	Packed by
Contract boxes	No. 1—31″ × 21″ × 12″	..	
Do.	No. 2—24″ × 15″ × 12″	..	
Do.	No. 3—18″ × 14″ × 11″	..	
Do.	No. 4—15″ × 9½″ × 8½″	..	
Boxes of other sizes		.. ..	
Entire Bales from Mills		..	
Bales made up in the Stores		.. ..	
Post parcels ..		.. ..	
Total number of packages despatched		..	

Entered in D/L No. By Checked by

Passenger / Goods / Steamer } Receipt posted on

Chargeable indents.

Freight paid. Rs. a. p. *Postage paid.* Rs. a. p.

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STATIONERY ARTICLES SUPPLIED TO THEM.

Instructions to the Indenting Officer.

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter which should accompany this indent so as to bring them prominently to the notice of the Stationery Office.....

3. Complaints of a trivil nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.

(*b*) Articles received in excess against items Nos.

(*c*) Articles received damaged against items Nos. (the nature of damage must be stated)....

(*d*) Complaints of any other nature ..

Certificate of Receipt by the Receiving Officer.

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in this advice note (Receipt).

2. All the packages as detailed above were corretly received and the content examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 15th March 1928, have been carefully attended to.

Station } Signature

No. Date } Designation

For articles due supplementary indent prepared on.....

S. O. Registered No. Debitable to (Budget Head)

SUPPLEMENTARY INDENT AND ADVICE NOTE (RECEIPT) FORM

Indent on the Superintendent, Government Printing and Stationery, Bombay, for Stationery required for the office of the

The necessity of the articles asked for has been explained in my letter No. dated

	No. of 194 –194 .
Instructions by the Indenting Officer for Packing and Despatch of the Supply	
To be booked to	Dated 194 .
at Station District	CERTIFIED that I have personally examined and checked the balances in hand and that the quantities now asked for are essential for use until the next annual indent becomes due.
c/o	
By Seaport to	
By Rail to	Signature
By Post to	Designation
	ISSUE.
	for Superintendent, Government Printing and Stationery Bombay

FOR USE OF THE STATIONERY OFFICE

Entered in D/L No. by

Passenger / Goods / Steamer } Receipts posted on

Chargeable indents

Freight paid			*Postage paid*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing.

	No.	Packed by
Contract boxes No. 1— 31 × 21 × 12		
Contract boxes No. 2— 24 × 15 × 12		
Contract boxes No. 3— 18 × 14 × 11		
Contract boxes No. 4— 15 × 9½ × 8½		
Boxes of other sizes ..		
Entire Bales from Mills ..		
Bales made up in the Stores		
Post parcels		
Total number of packages despatched.		

Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.

(*b*) Articles received in excess against items Nos.

(*c*) Articles received damaged against items Nos. (the nature of damage must be stated).

(*d*) Complaints of any other nature.

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in column 3 of this indent and receipt form.

2. All the packages as detailed above were correctly received and the contents examined in my presence.

Station } Signature

Date } Designation

S. O. REGISTERED No.————— Debitable to (Budget Head) —————

FORM OF ANNUAL INDENT AND ADVICE NOTE (RECEIPT) for Stationery required for the use in the office of the——— for the year 19 –19

The last supply was asked for in this office Indent No. dated 194 , and was received, *vide* ADVICE NOTE No.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to

   at Station District

   c/o

2. By Seaport to

   By Rail—Station to

   By Post to

N.B.—For use by the Stationery Office, *vide* Column 5 within—

(*a*) The demand is in excess of the prescribed sale.

(*b*) The demand is above the quantity sanctioned in the model indent.

(*c*) The demand appears to be high though within the quantity sanctioned in the model indent.

(*d*) Articles lasting for a number of years are supplied according to the fixed percentage.

(*e*) The article is not stocked at the Stationery office.

(*f*) The purpose for which the article is required has not been stated.

(*g*) A sample may be furnished to guide the supply.

(*o*) Your office is not entitled to use this article and hence it is not supplied.

Numerical strength of the office establishment using the Stationery

	No.
Head of the Department	———
Principal Assistants	———
Clerks, English Department	———
Clerks, Vernacular Department	———
Other staff using Stationery	———
	———
Total number of hands ..	

No. of 194 –194 . Dated 194 .

CERTIFIED that I have personally examined and checked the balance in hand and that the quantities now asked for are essential for use until the next annual indent of this office becomes due.

Signature

Designation

Countersigned ISSUE

for Superintendent,
Government Printing and Stationery,
Bombay.

Item No.	Names of articles	Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3		4		5
		Rms.	Shts.	Rms.	Shts.	
1	Paper, Badami, F'Cap Folio, 6 lbs.					
3	Do. Quarto ..					
4	Paper, Blotting, Ordinary ..					
7	Paper, Carbon, Demy (for use with pencil).					
12	Paper, Cream Laid, F'Cap Folio, 6 lbs.					
14	Do. Quarto ..					
15	Paper, Kraft, D'ble Demy, 30 lbs. ..					
16	Paper, Brown, thick, 50 lbs. ..					
20	Paper, Ruled, Broad Side, Horizontal.					
21	Do. do. Vertical.					
25	Books, F'Cap, Ruled Horizontal, 1 quire.	No.		No.		
26	Do. do. 2 quires.					
29	Do. Vertical, 1 quire ..					
30	Do. do. 2 quires ..					
33	Books, Quarto size, 48 leaves, ruled ..					
35	Books, Note, Pocket size, Paper, bound, ruled.					
40	Crayons, white, in Boxes of 1 Gross Sticks. (For Weights and Measures Department only).					

Item No.	Names of articles	Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3		4		5
		Yards.		Yards.		
45	Cloth, Dungry, superior, 36″ wide ..					
47	Do. Gunny, 40″ wide ...					
48	Do. Mulmul 45″/48″ (For Weights and Measures Department only).					
53	Dusters, 30″ × 30″	No.		No.		
56	Gum, Arabic	lbs.		lbs.		
57	Brushes (For Gum and Rubber Stamp ink).	No.		No.		
60	Ink Powders, Blue Black, Packets ..	Ozs.		Ozs.		
61	Do. Red, Fuchsine ...	No.		No.		
64	Laces for Files, 33″ long ..					
66	Needles, small, 2½″					
67	Do. large, 3½″(Dabhans) ..	Doz.	No.	Doz.	No.	
76	Nibs, Steel, Rani					
77	Do. Velvet					
78	Do. Waverly					
79	Do. No. 9 (correspondence)	No.		No.		
85	Pencils, Black lead, Middling ..					
87	Pencils, Coloured, Blue					
88	Do. Copying ...					
89	Do. Green. (For Auditors only).					

Item No.	Names of articles	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3	4	5
		No.	No.	
90	Pencils, Coloured, Red			
93	Penholders, ordinary			
		Lbs. ozs.	Lbs. ozs.	
97	Pins, Common, 1″ size ..			
		No.	No.	
101	Polish, Brass, in 1 oz. tins. (For Weights and Measures Department only).			
106	Tags, 4″ Bundles, (100 Nos. in a bundle).			
		No.	No.	
108	Tape, White, Bundles ..			
110	Thread for sewing, Gundies ..			
111	Twine Balls, Thin, Cotton, 1½ oz. each.			
112	Twine, Thick, Cotton, in 1 lb. balls.			
		lbs. ozs.	lbs. ozs.	
113	Twine, Jute, inferior			
115	Wax, Sealing, Red (16 sticks to a lb.)			
		No.	No.	
118	Mulmul Pieces, 18″ × 18″ (For Auditors only).			
119	Erasers for T/w (For Auditors only)			
120	Oil Bottles (do.) ..			
		Rms. Shts.	Rms. Shts.	
121	Paper, Carbon, F'Cap, Black. (For Auditors only).			
123	Paper, Typewriter, 3 lbs. (For Auditors only).			

Item No.	Names of articles	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3	4	5
		No.	No.	
125	Ribbons, Remington Standard. (For Auditors only).			
126	Ribbons, Remington Portable. (For Auditors only).			
135	Ribbons, Underwood Standard. (For Auditors only).			
135A	Ribbons, Underwood. Portable. (For Auditors only).			
..	Ribbons			
138	Ink Tubes, Black, 1 oz. for Thumb Impression. (For Police Department only).			
172	Ink-bottles, Violet, 1 oz. for Rubber Stamps.			
174	Pads, medium, 4½″ × 2½″ for Rubber Stamps.			
182	Bags, Canvas, large, 16″ × 12″ ..			
183	Bags, Waterproof, 17″ × 12″. (For Police Department only).			
184	Baskets, Cane, Paper, 15″ × 10″ × 3″.			
188	Brushes, Hard, for Typewriters. (For Auditors only).			
189	Brushes, Soft, for Typewriters. (For Auditors only).			
		Yards.	Yards.	
192	Cloth, oil, 50″/52″. (For covering records).			

		No.	No.						
193	Erasers, Ink and Pencil				210	Penknives, Desk			
194	Glasses for water				215	Pin Cushions, ordinary			
197	Inkstands, Round Pewter ..				217	Pokers (Bodkins)			
198	Do. China, brown ..				220	Rollers, Rubber, 3″ for Thumb Impression. (For Police Department only).			
205	Locks, Pad, ordinary, Galvanized, 2″								
206	Do. do. 1½″				223	Rulers, Round, short, 18″ ..			
207	Oil Cans for Typewriter. (For Auditors only).				226	Scissors, 6½″			
208	Pads, for Rubber Stamp and Thumb Impression 3¼″ × 2¾″				228	Tiles, China, glazed, 6″ × 6″ (For Police Department only).			
209	Paper Weights, Glass								

N.B.—I. Columns 4 and 5 will be filled in when any alterations are made in the quantity asked for in column 3.
II. Articles encircled are at present out of stock and will be sent later, on receipt of fresh stock.
III. Articles at items Nos. 118 to 135A, 188, 189 and 207 cannot be supplied unless they are recommended by the Registrar, C. S., B. P., Poona, as per G.R., R.D., No. 9647/28, dated 8th December 1932.

FOR USE OF THE STATIONERY OFFICE

Entered in D/L No.————By————Checked by——

Passenger / Goods / Steamer } Receipt posted on————

Chargeable indents

Freight paid			*Postage paid*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing

		No.	Packed by
Contract boxes	No. 1—31″ × 21″ × 12″	..	..
Do.	No. 2—24″ × 15″ × 12″	..	..
Do.	No. 3—18″ × 14″ × 11″	..	..
Do.	No. 4—15″ × 9½″ × 8½″	..	..
Boxes of other sizes		..	..
Entire Bales from Mills		..	..
Bales made up in the Stores		..	..
Post parcels		..	..
Total number of packages despatched		..	..

Instructions to the Indenting Officer

1. This Advice Note (Receit) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads:—

(*a*) Articles received short against item Nos.————

(*b*) Articles received in excess against items Nos.————

(*c*) Articles received damaged against item Nos.————
(The nature of damage must be stated).

(*d*) Complaints of any other nature————

Certificate of Receipt by the Receiving Officer

No. **of 194**

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in columns 3 and 4 of this indent and receipt form.

2. All the packages as detaled above were correctly received and the contents examied in my presence.

Station————
Date————

Signature————
Designation————

S. O. REGISTERED No.————Debitable to (Budget Head)————,

Form of Annual Indent and Advice Note (Receipt) for Drawing Materials required for use in the Office of the————for the year 194 –194 .

The last supply was asked for in this office Indent No.————dated————
and was received vide Advice Note No.————

Instructions by the Indenting Officer for packing and despatch of the supply.

To be booked to ————

at Station————District————

c/o ————

By Rail—Station to————

By Sea—Port to————

By Post to————

No. of 194

CERTIFIED that I have personally examined and checked the balances in column 5 and that the quantities now asked for are essential.

Date———— (Signature)————

(Designation)————

ISSUE

ombay, *for* Supdt., Govt. Printing & Stationery.

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Blocks and Books, Drawing					
1	Blocks, Sketch, 12½″ × 9½″ ..	Nos.				
2	Do. 12″ × 9″ ..	Do.				
3	Blocks of sand paper, small, 1¼″ × 4½″	Do.				
4	..					
5	Books, Field clasp, ruled, 9″ × 6″ ..	Do.				
6	Do. do. 8½″ × 5½″ ..	Do.				
7	Do. do 7½″ × 5½″ ..	Do.				
8	Books, Levelling, 5″ × 7″ ..	Do.				
9	Books, Note, pocket, with elastic bands, 6″ × 4″.	Do.				
10	Books, Sketch, 12½″ × 9½″ ..	Do.				
11	Do. 12″ × 9″ ..	Do.				
12	Do. 9″ × 6½″ ..	Do.				
13	Books, Surveying, 7″ × 4″ ..					
14	..					
15	..					
16	..					
	Papers, Drawing					
17	Antiquarian, 53″ × 31″, 240 lbs. ..	Sheets				
18	Do. continuous, in rolls ..	Rolls				
19	Atlas, 36″ × 24″, 100 lbs. ..	Sheets				
20	Carbonic, 17½″ × 22½″ ..	Do.				
21	Cartidge, white, 26″ × 21″, 40 lbs. ..	Reams				
22	Do. 30″ × 22″, 60 lbs. ..	Do.				
23	Cartridge, white, 30″ × 22″, 72 lbs. ..	Do.				
24	Cartridge, continuous, unmounted, 54″ × 6 yards.	Rolls				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer.
1	2	3	4	5	6	7
	Papers, Drawing—contd.					
25	Cartridge, continuous, unmounted, 54″ × 15 yards.	Rolls.				
26	Cartridge, continuous, unmounted, 54″ × 25 yards.	Do.				
27	..					
28	..					
29	Cartridge, continuous, mounted, 72″ × 6 yards.	Do.				
30	Cartridge, continuous, mounted, 54″ × 6 yards.	Do.				
31	Cartridge, continuous, mounted, 54″ × 15 yards.	Do.				
32	Cartridge, continuous, mounted, 54″ × 25 yards.	Do.				
33	..					
34	..					
35	..					
36	Demy, 20″× 15½″, 25 lbs. ..	Sheets				
37	Double Elephant, 40″ × 26¾″, 133 lbs., medium surface.	Do.				
38	Double Elephant, 40″ × 26¾″, 133 lbs., rough surface.	Do.				
39	Double Elephnant, 40″ × 26¾″, 133 lbs., smooth surface.	Do.				
40	Emery (sand) Paper, 12″ × 10″, assorted.	Do.				
41	Emperor, 72″ × 48″ ..	Do.				
42	Foolscap, blue plain, 17″ × 13½″, 14 lbs.	Reams				
43	Foolscap double, blue, 27″ × 17″, 28 lbs.	Do.				
44	Foolscap, blue ruled, horizontal, 53 lines.	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer.
1	2	3	4	5	6	7
	Papers, Drawing—contd.					
45	Imperial, 30½″ × 22½″, 72 lbs., medium surface.	Sheets				
46	Imperial, 30½″ × 22½″, 72 lbs., rough surface.	Do.				
47	Imperial, 30½″ × 22½″, 72 lbs., smooth surface.	Do.				
48	Lead, 17½″ × 22½″ ..	Do.				
49	Medium, 17½″ × 22½″, 34 lbs. ..	Do.				
50	Oil (Protecting or Backing sheets), 14″ × 9″.	Do.				
51	..					
52	Ozalid, thick, Ferro Prussiate, blue print (M 40/110 grs.).	Rolls				
53	Ozarid, thick, Ferro Gallic (S. S. 40/110 grs.).	Do.				
54	Parchment, 30″ × 22″ ..	Sheets				
55	Royal, smooth, 24″ × 19½, 44 lbs. ..	Do.				
56	Sectional ruled, ¼″ Bank Post Double Elephant, 40″ × 26¾″.	Do.				
57	Do. ⅛″, 22½″ × 17½″ ..	Do.				
58	Do. 1/10″, 22½″ × 17½″ ..	Do.				
59	Do. 1/12″, 22½″ × 17½″ ..	Do.				
60	Do. 1/16″, 22½″ × 17½″ ..	Do.				
61	Do. 1/20″, 22½″ × 17½″ ..	Do.				
62	Do. ⅛″ unmounted ..	Rolls				
63	Do. 1/10″ do. ..	Do.				
64	Sectional ruled, mounted, ⅛″, 22½″ × 17½″.	Sheets.				
65	Sectional ruled, mounted, 1/10″, 22½″ × 17½″.	Do.				
66	Sectional ruled, mounted, 1/12″, 22½″ × 17½″.	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Papers, Drawing—contd.					
67	Sectional ruled, mounted, $\frac{1}{16}''$, $22\frac{1}{2}'' \times 17\frac{1}{2}''$.	Sheets				
68	Sectional ruled, mounted, $\frac{1}{20}''$, $22\frac{1}{2}'', \times 17\frac{1}{2}''$.	Do.				
69	Sectional ruled, mounted, $\frac{1}{8}''$ ..	Rolls				
70	Do. do. $\frac{1}{10}''$ ..	Do.				
71	Do. $\frac{1}{100}$ of a foot, unmounted (in rolls of 50 yds. each).	Do.				
72	Sensitized Ferro Prussiate, white lines on blue ground, 40″ × 10 yds.	Do.				
73	..					
74	Do. mounted on cloth or linen.	Do.				
75	..					
76	Sensitized Ferro Gallic, black lines on white ground, 40″ × 70 yds.	Do.				
77	Do. mounted on cloth or linen.	Do.				
78	..					
79	Single Elephant, 28″ × 23″, 72 lbs., smooth surface.	Do.				
80	Tissue, white, Double Crown ..	Do.				
81	Tracing, white, thick, continuous, 40″ × 20 yds.	Do.				
81A	Do. do. thin, continuous, 40″ × 20 yds.	Do.				
82	Do. green, thick, continuous, 40″ × 20 yds.	Do.				
83	Do. yellow thick, continuous, 40″ × 20 yds.	Do.				
84	Tracing, Section, $\frac{1}{8}''$ ..	Sheets				
85	Do. do. $\frac{1}{16}''$ ..	Do.				
86	Do. do. $\frac{1}{12}''$ ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Papers, Drawing—concld.					
87	Tracing, Sectional " ..	Sheets				
88	Do. do. $\frac{1}{20}$" ..	Do.				
89	Do. Transparent, 30" × 20" ..	Do.				
90	Do. do. 30" × 20" ..	Rolls (Quires).				
91	Wrapping, Brown, 58 lbs., 22½" × 29".	Reams				
92	..					
93	..					
94	..					
95	..					
	Cloth, Tracing					
96	Continuous, 18" × 24 yards ..	Rolls				
97	Do. 24" × 24 yards ..	Do.				
98	Do. 30" × 24 yards ..	Do.				
99	Do. 36" × 24 yards ..	Do.				
100	Do. 38" × 24 yards ..	Do.				
101	Do. 42" × 24 yards ..	Do.				
102	Do. 48" × 24 yards ..	Do.				
103	Do. 54" × 24 yards ..	Do.				
104	Sectional, 24" × 10 yards, ⅛", ruled ..	Do.				
105	Do. 24" × 10 yards, $\frac{1}{10}$" ,, ..	Do.				
106	Do. 24" × 10 yards, $\frac{1}{12}$" ,, ..	Do.				
107	Do. 24 × 10 yards, $\frac{1}{10}$" ,, ..	Do.				
108	Do. 24" × 10 yards $\frac{1}{20}$" ,, ..	Do.				
109	..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes.					
110	Antwerp Blue .. C. .. P. .. H. P. .. T. ..	Nos.				
111	Brick Red .. C. .. P. .. H.P. .. T. ..					
112	Brown Madder .. C. .. P. .. H. P. .. T. ..					
113	Brown Pink .. C. .. P. .. H. P. .. T. ..					
114	Brown Turner .. C. .. P. .. H. P. .. T. ..					
115	Burnt Sienna .. C. .. P. .. H.P. .. T. ..					
116	Cadmium Middle .. C. .. P. .. H. P. .. T. ..					
117	Carmine .. C. .. P. .. H. P. .. T. ..					
118	Chinese White .. C. .. P. .. H. P. .. T. ..					
119	Chrome Orange .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
120	Cobalt Blue .. C. .. P. .. H. P. .. T. ..	Nos.				
121	Cobalt Green .. C. .. P. .. H. P. .. T. ..					
122	Crimson Lake .. C. .. P. .. H. P. .. T. ..					
123	Cylurian Blue .. C. .. P. .. H. P. .. T. ..					
124	Deep Chrome .. C. .. P. .. H. P. .. T. ..					
125	Emerald Green .. C. .. P. .. H. P. .. T. ..					
126	Flake White .. C. .. P. .. H. P. .. T. ..					
127	French Blue .. C. .. P. .. H. P. .. T. ..					
128	Gamboge (yellow) .. C. .. P. .. H. P. .. T. ..					
129	Hooker's Green No. 1 .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
130	Hooker's Green No. 2 .. C. .. P. .. H. P. .. T. ..	Nos.				
131	Indian Red .. C. .. P. .. H. P. .. T. ..					
132	Indian Yellow .. C. .. P. .. H. P. .. T. ..					
133	Indigo .. C. .. P. .. H. P. .. T. ..					
134	Italian Pink .. C. .. P. .. H. P. .. T. ..					
135	Ivory Black .. C. .. P. .. H. P. .. T. ..					
136	King's Yellow .. C. .. P. .. H. P. .. T. ..					
137	Lamp Black .. C. .. P. .. H. P. .. T. ..					
138	Light Red .. C. .. P. .. H. P. .. T. ..					
139	Naple's Yellow .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
140	New Blue .. { C. .. P. .. H. P. .. T. ..					
141	Neutral Tint .. { C. .. P. .. H. P. .. T. ..					
142	Olive Green .. { C. .. P. .. H. P. .. T. ..					
143	Orange .. { C. .. P. .. H. P. .. T. ..					
144	Orange pure .. { C. .. P. .. H. P. .. T. ..					
145	Orange Vermillion .. { C. .. P. .. H. P. .. T. ..					
146	Pale Chrome .. { C. .. P. .. H. P. .. T. ..					
147	Pale Lemon Yellow .. { C. .. P. .. H. P. .. T. ..					
148	Payne's Grey .. { C. .. P. .. H. P. .. T. ..					
149	Peach Black .. { C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
150	Permanent White .. C. .. P. .. H. P. .. T. ..					
151	Plumbago (Newman's Cakes). C. .. P. .. H. P. .. T. ..					
152	Prussian Blue .. C. .. P. .. H. P. .. T. ..					
153	Prussian Green .. C. .. P. .. H. P. .. T. ..					
154	Pure Scarlet .. C. .. P. .. H. P. .. T. ..					
155	Purple .. C. .. P. .. H. P. .. T. ..					
156	Purple Lake .. C .. P. .. H. P. .. T. ..					
157	Purple Madder .. C. .. P. .. H. P. .. T. ..					
158	Queen's Green .. C. .. P. .. H. P. .. T. ..					
159	Raw Sienna .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
160	Red Lead .. C. .. P. .. H. P. .. T. ..					
161	Roman Ochre .. C. .. P. .. H. P. .. T. ..					
162	Rose Madder .. C. .. P. .. H. P. .. T. ..					
163	Royal Scarlet .. C. .. P. .. H. P. .. T. ..					
164	Sap Green .. C. .. P. .. H. P. .. T. ..					
165	Scarlet Lake .. C. .. P. .. H. P. .. T. ..					
166	Sepia .. C. .. P. .. H. P. .. T. ..					
167	Umber Burnt .. C. .. P. .. H. P. .. T. ..					
168	Umber Raw .. C. .. P. .. H. P. .. T. ..					
169	Ultramarine .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
170	Vandyke Brown .. C. .. P. .. H. P. .. T. ..					
171	Venetian Red .. C. .. P. .. H. P. .. T. ..					
172	Veredian .. C. .. P. .. H. P. .. T. ..					
173	Vermillion (middle) Red. C. .. P. .. H. P. .. T. ..					
174	Violet .. C. .. P. .. H. P. .. T. ..					
175	Yellow Chrome .. C. .. P. .. H. P. .. T. ..					
176	Yellow Lake .. C. .. P. .. H. P. .. T. ..					
177	Yellow Lemon .. C. .. P. .. H. P. .. T. ..					
178	Yellow Ochre .. C. .. P. .. H. P. .. T. ..					
179	.. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—concld.					
180	C. P. H. P. T.	Nos.				
181	C. P. H. P. T.					
182	C. P. H. P. T.					
183	C. P. H. P. T.					
	Brushes, Drawing, for Water Colours.					
184	Sable Hair, No. 0	Nos.				
185	Do. No. 1	Do.				
186	Do. No. 2	Do.				
187	Do. No. 3	Do.				
188	Do. No. 4	Do.				
189	Do. No. 5	Do.				
190	Do. No. 6	Do.				
191	Do. No. 7	Do.				
192	Do. No. 8	Do.				
193	Do. No. 9	Do.				
194	Do. No. 10	Do.				
195	Do. No. 11	Do.				
196	Do. No. 12	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Brushes, Drawing, for Water Colours—contd.					
197	Sable Hair, flat, 4½″ ..	Nos.				
198	Do. do. 3″ ..	Do.				
199	Do. do. ½″ ..	Do.				
200	Do. flat, with long handle ..	Do.				
201	Do. Goose Red, No. 2 ..	Do.				
202	Do. Crow ..	Do.				
203	Do. large, Goose ..	Do.				
204	Do. large, Swan ..	Do.				
205	Do. middle, Swan ..	Do.				
206	Do. small, Swan ..	Do.				
207	Do. Duck ..	Do.				
208	Camel Hair, round, No. 0 ..	Do.				
209	Do. do. No. 1 ..	Do.				
210	Do. do. No. 2 ..	Do.				
211	Do. do. No. 3 ..	Do.				
212	Do. do. No. 4 ..	Do.				
213	Do. do. No. 5 ..	Do.				
214	Do. do. No. 6 ..	Do.				
215	Do. do. No. 7 ..	Do.				
216	Do. do. No. 8 ..	Do.				
217	Do. do. No. 9 ..	Do.				
218	Do. do. No. 10 ..	Do.				
219	Do. do. No. 11 ..	Do.				
220	Do. do. No. 12 ..	Do.				
221	Do. do. No. 20 ..	Do.				
222	Do. flat, 1″ ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Brushes, Drawing, for Water Colours—concld.					
223	Camel Hair, round, ¾″ ..	Nos.				
224	Do. do. ½″ ..	Do.				
225	Do. Crow ..	Do.				
226	Do. Duck, small ..	Do.				
227	Do. Goose, large ..	Do.				
228	Do. Swan, large ..	Do.				
229	Do. Softeners ..	Do.				
230	Hog's Hair, flat, 3″, for varnishing ..	Do.				
231	Do. do. for oil colours ..	Do.				
232	..					
233	..					
234	..					
235	..					
236	Wash (sky) brushes ..	Do.				
237	Stencil plate brushes, large ..	Do.				
238	Do. do. medium ..	Do.				
239	Do. do. small ..	Do.				
	Pencils, Drawing.					
240	Pencils, Artists', with holders, B ..	Nos.				
241	Do. do. BB ..	Do.				
242	Do. do. H ..	Do.				
243	Do. do. HB ..	Do.				
244	Do. do. 27B ..	Do.				
245	Pencils, Drawing, black lead, B ..	Do.				
246	Do. do. BB ..	Do.				
247	Do. do. BBB ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Pencils, Drawing—contd.					
248	Pencils, Drawing, black lead, BBBB ..	Nos.				
249	Do. do. BBBBBB.	Do.				
250	Do. do. F ..	Do.				
251	Do. do. FF ..	Do.				
252	Do. do. H ..	Do.				
253	Do. do. HH ..	Do.				
254	Do. do. HHH ..	Do.				
255	Do. do. HHHH ..	Do.				
256	Do. do. HHHHHH	Do.				
257	Do. do. HB ..	Do.				
258	Do. for Bow compasses, 6″ ..	Do.				
259	Pencil-leads, Diana, small, 1″, for Bow compasses ..	Do.				
260	Pencil-leads (Refills) for Artists' pencils, 6″, B ..	Do.				
261	Pencil-leads (Refills) for Artists' pencils, 6″, BB ..	Do.				
262	Pencil-leads (Refills) for Artists' pencils, 6″, BBB ..	Do.				
263	Pencil-leads (Refills) for Artists' pencils, 6″, H ..	Do.				
264	Pencil-leads (Refills) for Artists' pencils, 6″, HH ..	Do.				
265	Pencil-leads (Refills) for Artists' pencils, 6″, HHH ..	Do.				
266	Pencil-leads (Refills) for Artists' pencils, 6″, HB ..	Do.				
267	..					
268	..					
269	Pencils, Drawing, coloured, Brown ..	Do.				
270	Do. do. Burnt Sienna	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Pencils, Drawing—concld.					
270A	Pencils, Drawing, coloured, Crimson Lake.	Nos.				
271	Do. do. Grey ..	Do.				
272	Do. do. Neutral Tint.	Do.				
273	Do. do. Pink ..	Do.				
274	Do. do. Sepia Brown.	Do.				
275	Do. do. Vermilion (Red) ..	Do.				
276	Do. do. White ..	Do.				
277	Do. do. Yellow ..	Do.				
278	Do. do. Red & Blue (combined).	Do.				
279	Do. do. in sets of 12 assorted colours ..	Sets.				
	Ink, Liquid (waterproof), Water Colours in bottles.					
280	Blue Print Corrector, Blue ..	Nos.				
281	Do. Brown ..	Do.				
282	Do. Green ..	Do.				
283	Do. Red ..	Do.				
284	Do. Violet ..	Do.				
285	Do. White ..	Do.				
286	Do. Yellow ..	Do.				
287	Ink, Liquid, Black ..	Do.				
288	Do. Brick Red ..	Do.				
289	Do. Brown ..	Do.				
290	Do. Burnt Sienna ..	Do.				
291	Do. Carmine ..	Do.				
292	Do. Cobalt Blue ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Ink, Liquid (waterproof), Water Colours in bottles—contd.					
293	Ink, Liquid, Chinese White ..	Nos.				
294	Do. do. (solid) ..	Do.				
295	Do. Crimson Lake ..	Do.				
296	Do. French Blue ..	Do.				
297	Do. Green ..	Do.				
298	Do. Green Blue ..	Do.				
299	Do. Green Cobalt ..	Do.				
300	Do. Green Dark ..	Do.				
301	Do. Green Emerald ..	Do.				
302	Do. Green Hooker's No. 1 ..	Do.				
303	Do. do. No. 2 ..	Do.				
304	Do. Green Light ..	Do.				
305	Do. Green Yellow ..	Do.				
306	Do. Gamboge ..	Do.				
307	Do. Indigo ..	Do.				
308	Do. Indian Yellow ..	Do.				
309	Do. Lemon ..	Do.				
310	Do. Neutral Tint ..	Do.				
311	Do. Orange ..	Do.				
312	Do. Purple ..	Do.				
313	Do. Prussian Blue ..	Do.				
314	Do. Raw Sienna ..	Do.				
315	Do. Scarlet ..	Do.				
316	Do. Sepia ..	Do.				
317	Do. Ultramarine ..	Do.				
318	Do. Vandyke Brown ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Ink, Liquid (waterproof), Water Colours in bottles—concld.					
319	Ink, Liquid, Veredian ..	Nos.				
320	Do. Vermillion ..	Do.				
321	Do. Violet ..	Do.				
322	Do. Yellow ..	Do.				
323	..					
324	..					
325	..					
	Miscellaneous Inks, Drawing.					
326	Ink, Indian, hexagonal large sticks ..	Nos.				
327	Do. lion pattern, large ..	Do.				
328	Do. do. small ..	Do.				
329	Do. ordinary small ..	Do.				
330	Do. black, in cakes ..	Do.				
331	Ink in tins for stencil plates, Black ..	Do.				
332	Do. do. Blue ..	Do.				
333	Do. do. Red ..	Do.				
334	..					
	Miscellaneous Drawing Articles.					
335	Acid for developing Ferro Gallic Process.	Nos.				
336	Amonia, Liquid, in 1 lb. bottles ..	Do.				
337	Bands, India rubber, flat, large ..	Do.				
338	Do. small ..	Do.				
339	Boards, file, fitted with string, foolscap size	Do.				
340	Boards, wooden, fitted with spring, foolscap size	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Miscellaneous Drawing Articles—contd.					
341	Bristol Boards, 40″ × 27″ ..	Nos.				
342	Do. 36″ × 24″ ..	Do.				
343	Chalkholders ..	Do.				
344	Chamois Leather Pieces ..	Do.				
345	Clips, wooden, for hanging charts ..	Do.				
346	Clippers (Staples) ..	Do.				
347	Diamond Erasing Paste ..	Tins				
348	Erasers, soft rubber, large pieces, Brown, Venus (12 to 1 lb.) ..	Nos.				
349	Erasers, soft rubber, large pieces, Pink, Venus (12 to 1 lb.) ..	Do.				
350	Erasers, Tracing, Green ..	Do.				
351	Erasers, soft rubber, Venus, Vandyke Brown, large ..	Do.				
352	Erasers, soft rubber, small, Venus, for schools ..	Do.				
353	Erasers, knives, bone handle (Steel Scratchers) ..	Do.				
354	Erasers, Lance ..	Do.				
355	Fixative for charcoal ..	Bottles				
356	French Chalk, in tins of 1 lb. ..	Lbs.				
357	French Charcoal boxes ..	Nos.				
358	Glasses, Magnifying, 4″ ..	Do.				
359	Do. 3½″ ..	Do.				
360	Do. 2½″ ..	Do.				
361	Do. 2″ ..	Do.				
362	Ink Eradicators ..	Bottles				
362 A	Knives, Professional, for Architects ..	Nos.				
363	Pads, Sectional ruled, ⅛″ ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Miscellaneous Drawing Articles—contd.					
364	Pads, Sectional ruled, $\frac{1}{10}''$ ..	Nos.				
364A	Do. $\frac{1}{12}''$ ..	Do.				
365	Paste Stick Phast, bottles ..	Do.				
366	Pens, Drawing, steel, Lady's, No. 124 M.	Dozen				
367	Do. do. J. Gillot's, No. 303 Fine ..	Do.				
368	Do. do. do. No. 404 Fine ..	Do.				
369	..					
370	..					
371	Do. do. Red Ink, No. 868 ..	Do.				
372	Do. do. School, No. 351 ..	Do.				
373	Do. do. do. No. 352 ..	Do.				
374	Do. do. do. No. 353 ..	Do.				
375	Do. do. Mapping, No. 291 ..	Cards				
376	Do. do. do. School, No. 351 ..	Do.				
377	Do. do. do. Victoria, No. 303 ..	Do.				
378	..					
379	Do. do. Tracing, No. 602 ..	Do.				
380	Do. do. do. Crow-quill, No. 603 ..	Do.				
381	Do. do. do. No. 463 (Lithographic).	Do.				
382	Do. do. do. No. 659 (Lithographic) ..	Do.				
383	Penholders, for Crow-quills, No. 1003 ..	Nos.				
384	Do. Mapping pens ..	Do.				
385	..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Miscellaneous Drawing Articles—contd.					
386	Penholders, wooden handle, Cortex ..	Nos.				
387	Pencil Sharpeners, large, for fixing on tables ..	Do.				
388	Do. small ..	Do.				
388A	Penknives, Pocket, D'ble blade ..	Do.				
389	Photo Mountant, Higgins, large ..	Do.				
390	Pins, Brass, large, ¾″ diameter ..	Do.				
390A	Do. small, ½″ diameter ..	Do.				
391	Pins, glass-headed, 1½″ long ..	Do.				
392	Do. 3″ long ..	Do.				
393	Do. (Moore) push pins.	Do.				
394	Pins, triangular, black ..	Do.				
395	Pin Lifters, steel ..	Do.				
396	..					
397	School Patties, wooden, ordinary, 12″..	Do.				
398	Sponges, small ..	Do.				
399	Do. large ..	Do.				
400	Do. extra large, Turkey ..	Do.				
401	Spray Diffusers ..	Do.				
402	Tape, linen, 5 feet, ordinary ..	Do.				
403	..					
404	..					
405	..					

FOR USE OF THE STATIONERY OFFICE

Entered in D/L by————

Advice Note sent on————

Railway/Steamer receipt posted on————

Post parcel sent on————

Chargeable indents

Railway/Steamer Post

Packed by————

Packages

Contract box No. 1 ..————

Do. No. 2 ..————

Do. No. 3 ..————

Do. No. 4 ..————

Other boxes, size ..————

Country (mills') Bales ..————

Office prepared bales ..————

Total No. ..————

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STORES SUPPLIED TO THEM

Instructions to the Indenting Officer

1. This Advice Note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads :—

(a) Articles received short against items Nos.————

(b) Articles received in excess against items Nos. ————

(c) Articles received damaged against items Nos.————

(The nature of damage must be stated.)

(d) Compaints of any other nature—

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Drawing Articles shown as supplied in column 6 of this indent and receipt form.

2. All the packages as detailed above are correctly received and the contents examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 5th March 1928, have been carefully attended to.

Station————

Date————

(Signature ————

Designation————

This page is intended to be used by the Stationery Office for entering quantity of articles remaining due and encircled in the indent to be supplied subsequently.

Item No.	Names of Articles.	Quantity.	Remarks.

INDENT FORM FOR DRAWING MATERIALS FOR SCHOOLS

S. O. REGISTERED No.——————DEBITABLE TO (Budget Head)——————

Form of Annual Indent and Advice Note (Receipt) for Drawing Materials required for use of the Office of the——————————————————for the year 194 -194 .

The last supply was asked for in this office Indent No.——————dated ——————
and was received *vide* Advice Note No.——————

Instructions by the Indenting Officer for packing and despatch of the supply.

To be booked to——————————————————————————

at Station——————————————District ——————————

c/o ——————————————

By Rail—Station to——————————

By sea—Port to——————————

By Post to——————————

No. of 194

CERTIFIED that I have personally examined and checked the balances in column 5 and that the quantities now asked for are essential.

Dates ——————— (Signature)——————————

(Designation)——————————

ISSUE

Bombay, *for* Supdt., Govt. Printing & Stationery.

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
9	Books Note Pocket, with elastic band, 6″ × 4″	No.				
11	Books, Sketch, 12″ × 9″	,,				
22	Paper Cartridge, white, 60 lbs., 22½″ × 30″	Sheets.				
57	Paper Sectional ruled ⅛″	,,				
58	Do. $\frac{1}{10}$″	,,				
80	Paper Tissue, white, Double Crown ..	,,				
81	Paper Tracing, white, 40″ × 20 yards..	Rolls.				
	Water Colours, in Pans and Tubes.					
112	Brown Madder.. .. P. ..	No.				
	.. T. ..	,,				
115	Burnt Sienna .. .. P. ..	,,				
	.. T. ..	,,				
117	Carmine .. .. P. ..	,,				
	.. T. ..	,,				
118	Chinese White .. .. P ..	,,				
	.. T ..	,,				
120	Cobalt Blue .. .. P ..	,,				
	.. T. ..	,,				
122	Crimson Lake .. .. P ..	,,				
	.. T. ..	,,				
125	Emerald Green.. .. P. ..	,,				
	.. T. ..	,,				
128	Gamboge .. .. P. ..	,,				
	.. T. ..	,,				
129	Hookers Green No. I .. P. ..	,,				
	.. T. ..	,,				

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Water Colours, in Pans and Tubes—contd.					
130	Hookers Green No. II .. P. ..	No.				
	T. ..	,,				
131	Indian Red .. P. ..	,,				
	T. ..	,,				
132	Indian Yellow .. P. ..	,,				
	T. ..	,,				
133	Indigo .. P. ..	,,				
	T. ..	,,				
135	Ivory Black .. P. ..	,,				
	T. ..	,,				
137	Lamp Black .. P. ..	,,				
	T. ..	,,				
138	Light Red .. P. ..	,,				
	T. ..	,,				
143	Orange .. P. ..	,,				
	T. ..	,,				
152	Prussion Blue .. P. ..	,,				
	T. ..	,,				
156	Purple Lake .. P. ..	,,				
	T. ..	,,				
157	Purple Madder .. P. ..	,,				
	T. ..	,,				
159	Raw Sienna .. P. ..	,,				
	T. ..	,,				
162	Rose Madder .. P. ..	,,				
	T. ..	,,				

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Water Colours, in Pans and Tubes—contd.					
164	Sap Green .. .. P. ..	No.				
	T. ..	,,				
166	Sepia .. .. P. ..	,,				
	T. ..	,,				
167	Umber Burnt .. .. P. ..	,,				
	T. ..	,,				
171	Venetian Red .. .. P. ..	,,				
	T. ..	,,				
173	Vermillion .. .. P. ..	,,				
	T. ..	,,				
175	Yellow Chrome .. P. ..	,,				
	T. ..	,,				
178	Yellow Ochre .. P. ..	,,				
	T. ..	,,				
	Brushes Drawing.					
184	Sable hair, No. 0	No.				
185	Do. No. 1	,,				
186	Do. No. 2	,,				
187	Do. No. 3	,,				
188	Do. No. 4	,,				
189	Do. No. 5	,,				
190	Do. No. 6	,,				
191	Do. No. 7	,,				
192	Do. No. 8	,,				
193	Do. No. 9	,,				
194	Do. No. 10	,,				

Item No.	Name of Article	Unit	Quantity sanctioned in model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Brushes Drawing—contd.					
208	Camel hair, No. 0	No.				
209	Do. No. 1	,,				
210	Do. No. 2	,,				
211	Do. No. 3	,,				
212	Do. No. 4	,,				
213	Do. No. 5	,,				
214	Do. No. 6	,,				
215	Do. No. 7	,,				
216	Do. No. 8	,,				
217	Do. No. 9	,,				
218	Do. No. 10	,,				
220	Do. No. 12	,,				
238	Brushes for Stencil Plates, medium ..	,,				
239	Do. do. small ..	,,				
243	Pencils Artists, with holders, HB. ..	,,				
245	Pencils Drawing, B	,,				
246	Do. BB	,,				
247	Do. BBB	,,				
249	Do. BBBBBB ..	,,				
252	Do. H ..	,,				
253	Do. HH ..	,,				
255	Do. HHHH ..	,,				
256	Do. HHHHHH ..	,,				
257	Do. HB	,,				
287	Ink, W. P. liquid, black .. Bottles...	,,				
326	Ink Indian, Hexagonal sticks, large ..	,,				
327	Do. Lion pattern, sticks, large	,,				

Item No.	Name of Article.	Unit	Quantity sanctioned in model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Brushes Drawing—contd.					
328	Ink Indian, Lion pattern, sticks, small.	No.				
343	Chalk holders	,,				
348	Erasers, soft rubbers, large pieces 12 to a lb.	,,				
350	Erasers, Tracing, Green	,,				
352	Erasers, soft rubber, small pieces, school	,,				
355	Fixative bottles .. Bottles.	,,				
357	French Charcoal .. Boxes.	,,				
389	Photo mountant .. Bottles.	,,				
394	Pins, triangular, black	,,				
398	Sponges, small pieces.	,,				
	Miscellaneous Articles.					
	Tinted paper, assorted colours ..	Sheets				
	Chalk sticks, white .. Boxes.	No.				Box of 1 gross sticks.
	Do. coloured .. Boxes.	,,				Do.
	Crayons pastels, sticks	,,				
	Office paste, 5 ozs. bottle	,,				
	Pins, brass, large ¾″	,,				
	Do. small ½″	,,				

FOR USE OF THE STATIONERY OFFICE

Entered in D/L by ————

Advice Note sent on ————

Railway / Steamer ———— receipt posted on ————

Post parcel sent on ————

Chargeable indents

Railway / Steamer ———— Post

Packed by ————

Packages

Contract box No. 1 .. ————

Do. No. 2 .. ————

Do. No. 3 .. ————

Do. No. 4 .. ————

Other boxes, size .. ————

Country (mills') Bales .. ————

Office prepared bales .. ————

Total No. .. ————

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STORES SUPPLIED TO THEM

Instructions to the Indenting Officer

1. This Advice Note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the store.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos. ————

(*b*) Articles received in excess against Nos. ————

(*c*) Articles received damaged against items Nos. ————

(The nature of damage must be stated.)

(*d*) Complaints of any other nature ————

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Drawing Articles shown as supplied in column 6 of this indent and receipt form.

2. All the packages as detailed above are correctly received and the contents examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 5th March 1928, have been carefully attended to.

Station ———— Signature ————

Dates ———— Designation ————

[Spl.—Stnry. No. 7

Stationery Office Register No.————— Budget Head to which the cost of the indent is debitable————

INDENT AND ADVICE NOTE (RECEIPT) for Cotton and Woollen cloth and other clothing materials required for clothing Havildars, Naiks, Peons, etc., in the office of the————

Last supply of clothing for Havildars, Naiks, Peons, etc., in this office was asked for in this office Indent No. dated———— and the supply was received from the Stationery Office as per Advice Note No. C/————dated————on————

Instructions by the Indenting Officer for packing and despatch of the supply.	Details of the Inferior establishment	No.	Inferior establishment entitled to woollen and cotton clothing	No.	Inferior establishment entitled to cotton clothing only	No.	Inferior establishment for which clothing is now indented	No.
1. To be booked to————	Chopdars ..		Chopdars ..		..		Chopdars ..	
at Station————District————	Havildars ..		Havildars ..		..		Havildars ..	
c/o————	Naiks ..		Naiks ..		..		Naiks ..	
	Peons (Permanent) ..		Peons (Permanent) ..		..		Peons (Permanent) ..	
2. By rail Station to————	Peons (Temporary)* ..		Peons (Temporary) ..		Peons (Temporary) ..		Peons (Temporary) ..	
	Chowkidars ..		Chowkidars ..		Chowkidars ..		Chowkidars ..	
3. By post to————	Hamals ..		Hamals ..		Others ..		Hamals ..	
	Others ..		Others ..				Others ..	
4. By Seaport to————								
	Total No. ..		Total No. ..		Total No. ..		Total No. ..	

1. *Certified that the temporary peons for whom cloth is indented for are likely to continue in service for a period of not less than two years.

2. Certified that this indent is prepared in accordance with the orders issued in G. R., F. D., No. 393, dated 9th September 1930.

No. of 194 –194 .

Date————

Officer's Signature————

Designation————

ISSUE.

for Superintendent,
Government Printing and Stationery, Bombay.

Item No.	Name of Article	Quantity admissible	To be filled in by Indenting Officer										Quantity passed by the Stationery Office		Remarks by Stationery Office	Value		
			Quantity obtained from the Stationery Office during past four years								Quantity now required							
1	2	3	4								5		6		7	8		
			Year		Year		Year		Year		Yds.	Ins.	Yds.	Ins.		Rs.	a.	p.
			Yds.	Ins.	Yds.	Ins.	Yds.	Ins.	Yds.	Ins.								
	Cotton cloth, every two years																	
1	Khadi or Drill, white, 27″ wide	13 yards.																
	Woollen cloth, once in every four years																	
2	Blue superfine cloth 54″ for Amaldars.	2 ,,																
3	Blue coarse cloth 54″ for Peons.	2 ,,																
4	Scarlet superfine cloth 54″—																	
	for Chopdars ..	3 ,,																
	and for Amaldars ..	2 ,,																
	Lining cloth, once in every four years	Yds. ins.																
5	Lining cloth for woollen coats 27″ wide—																	
	per coat of Petty Amaldars and peons.	4 0																
	per coat of Chopdar and flaps for coat.	5 30																

	Braids for edging coats, once in every four years																		
6	Red braid for blue coarse and superfine coats.	8 yards.																	Braid for scarlet cloth is not now supplied. The tailoring firm should be asked to use a suitable braid and charge for it.
	**†*Gold lace, once in every four years*																		***Note.*—The quantity of gold lace allowed, as per the scale includes the quantity required for gold lace chevrons also.
7	1″ wide for Chopdar's coat.	2½ ,,																	
8	¾″ wide for Havildar's coat.	3½ ,,																	
9	½″ wide for Naik's coat ..	3 ,,																	
	Belts, woollen, once in every four years		No.		No.		No.		No.		No.		No.						
10	Single belts, red, woollen, for peons.	1 No.																	
11	Double belts, red, woollen, for Petty Amaldars.	1 ,,																	

Note 1.—*52 yards of cotton cloth will be allowed for the coats of such Inferior servants as are not supplied with woollens (biennially 26 yds.).

Note 2.—†Old Gold lace, on being replaced by new lace, should be returned to the Stationery Office, Bombay, for disposal.

Note 3.—Articles encircled thus O will be supplied later, on receipt of fresh stock.

Item No.	Name of Article	Quantity admissible	To be filled in by Indenting Officer					Quantity passed by the Stationery Office	Remarks by Stationery Office	Value		
			Quantity obtained from the Stationery Office during past four years				Quantity now required					
1	2	3	4				5	6	7	8		
			Year	Year	Year	Year	No.	No.		Rs.	a.	p.
	Kambarbands and Pagrees, once in every four years		No.	No.	No.	No.			Kambarbands and pagrees are supplied only to the peons in the Bombay City Offices and to the peons in the Offices of the Heads of Departments in mofussil towns.			
12	Kambarbands (Turkey red).	1 No.										
13	Pagrees, red, for Peons, ordinary.	1 ,,										
14	Do. for Amaldars, superior.	1 ,,										
	Chevrons of Red Tape, for cotton coats, once in every four years											
15	Chevrons of 2 strips for Naiks.	1 ,,										
16	Chevrons of 2 strips for Havildars.	1 ,,										

For the use of the Indenting Officer

Instructions to Indenting Officers.

1. This advice note (receipt) must be returned to the Stationery Office within 7 days duly signed on arrival of the stores.
2. Remarks regarding deficit or damage or otherwise must be made by a letter so as to bring them prominently to the notice of the Stationery Office.
3. Complaints of a trivial nature should be noted under:—
   (*a*) Quantity received short against item No.
   (*b*) Do. excess do.
   (*c*) Quantity received damaged or spoiled against item No. (nature of damage should be stated).
   (*d*) Complaint of any other nature.

Certificate of receipt by the Indenting Officer.

1. I hereby certify that I have received correctly and in good condition the supply as shown above in Columns 5 and 6 of this Indent Form.
2. All the packages detailed on the reverse were received intact and the supply was examined in my presence.

No. of 194 –194 .

Signature———————————

Head quarters } Designation———————————

Date——————— }

FOR USE OF THE STATIONERY OFFICE

Entered on Bin card————Entered in the ledger————

Despatched
By Passenger
,, Goods
,, Steamer
,, Post Parcel
} Receipt posted on————

Chargeable indents.

Freight paid.				*Postage paid.*		
Rs.	a.	p.		Rs.	a.	p.

Particulars of packing and despatch.

No.

Packed by————

Date————

Box .. ..

Bale .. ..

Bundle .. ..

Total number of packages despatched ..

Space below is intended for supplies due on this indent (to be filled in by the Stationery Office).

Item No.	Name of Article	Quantity supplied	Remarks	Value			Acknowledgment by Officer for articles due
1	2	3	4	5			6
				Rs.	a.	p.	No. of 194 –194 .

CERTIFICATE OF RECEIPT.

Certified that I have received the quantity shown in Column 3 correctly and in good condition.

Signature————

Designation————

Date————

S.O. Registered No.——————

Debitable to Budget Head——————

Indent and Advice Note (Receipt) for cloth required for covering tables

Last supply received on , *vide* Stationery Office Receipt No. , dated the
returned under this office No. , dated

Numerical strength of the Office Establishment	Total number of Tables in use	Number of Tables now requiring Cloth	Actual measurements of the tops of Tables, i.e. length and breadth	Description of Cloth	†Quantity required		Quantity passed by the Stationery Office		Value		
1	2	3	4	5	6		7		8		
					Yds.	In.	Yds.	In.	Rs.	a.	p.
Heads of Department ..				Green, superfine, 54″ wide, for Officers' and Clerks' tables.							
Assistant											
Clerks, etc.											

Supply to be despatched to the

at

care of

by sea or by rail

No. of 194 .

Certified that the Tables for which Cloth is indented for have no plain or polished surfaces and they were previously covered with Cloth.

Designation of Indenting Officer

Date

(Please note that the Table Cloth is to be renewed every seventh year.)
†Quantity should be calculated according to the instructions given on the reverse of this form.
‡To be signed after the Cloth is received.

No. of 194 .

‡CERTIFICATE OF RECEIPT.

Certified that I have received the quantity shown in Column 7 correctly and in good condition.

Designation

Date

[*P.T.O.*

INSTRUCTIONS FOR PREPARING INDENTS FOR TABLE CLOTH.

1. Green, superfine, woollen cloth, 54″ wide, is supplied for covering Tables of Officers and Principal Assistants and green coarse for those of Clerks, etc.

2. Except under special circumstances Cloth for covering Tables is not supplied earlier than seven years from the date of the previous supply.

3. The Cloth should, as far as possible, be fixed on to all Office Tables. If this is not practicable in any cases, the reasons why it requires to be kept loose and hanging over their sides should be stated.

4. The quantity of Cloth issued for Tables described in 3 above is two inches in excess, both ways, of the dimensions of the Tables. The excess is meant to afford facilities for the Cloth being nailed down.

5. For Tables to be taken on tour, a quantity equal to the dimensions of the Tables *plus* six inches, both ways, is allowed for flaps.

6. When any of the Tables for which Cloth is indented are to be taken on tour, a note to this effec tshould always be made on the Indent.

S. O. REGISTERED No.——————

DEBITABLE TO—(Budget Head)——————

INDENT FOR CYCLE-ACCESSORIES.

Indent and Advice Note (Receipt) on the Superintendent, Government Printing and Stationery, Bombay, for Cycle-Accessories required for the office of the——————

The necessity of the articles asked for has been explained in my letter No.——————dated——————to the Superintendent, Government Printing and Stationery.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to ——————

   at Station——————District ——————

   c/o——————

2. By seaport to ——————

   By Rail—Station to——————

   By Post to——————

Model of Bicycles in use

	No.
.. .. ..	———
.. .. ..	———
.. .. ..	———
.. .. ..	———
.. .. ..	———
	———
Total number of cycles ..	

No. 194 –194 .

Dated——————194 .

CERTIFIED that I have personally examined and checked the balances in hand and that the quantities now asked for are essential.

Signature ——————

Designation ——————

ISSUE

for Superintendent,
Government Printing and Stationery,
Bombay.

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationey Office.
1	2	3	4	5	6
	BELL & PARTS.			Rs. a. p.	
1	Bell				
2	Bell Hammer				
3	Bell Spring				
	BOTTOM PARTS.				
4	Bottom Bracket Axle ..				
5	Bottom Bracket Cups ..				
6	Bottom Bracket Cotter with Nut.				
	PARTS FOR BRAKES.				
7	Brake Complete, Front ..				
8	Brake Complete, Rear ..				
9	Brake Blocks (Rubber) ..				
10	Brake Clips (adjusted to the Chain Stay).				
11	Brake Clips (adjusted to the Front Fork).				
12	Brake Rod, Front ..				
13	Brake Rod, Rear ..				
14	Brake Shoe with Nut, Screw and Washer, Left.				
15	Brake Shoe with Nut, Screw and Washer, Right.				
16	Draw Bolts				
17	Front Lever				
18	Rear Lever				
19	Stirrup (Front) ..				
20	Stirrup (Rear) ..				
	CRANK.				
21	Chain Adjuster				
22	Chain (Driving) ..				

Item No.	Names of article.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
23	Cotter Pins with Nut and Washer (for Crank).				
24	Crank, Left				
25	Crank, Right				
26	Crank Wheel (Driving Wheel)				
27	Foot Step (Pin) ..				
28	Pedal Complete ..				
29	Pedal Axle, Left ..				
30	Pedal Axle, Right ..				
31	Rubber for Pedal ..				
32	Screw and Nut for Chain ..				
33	Spindle Cone				
	PARTS FOR HANDLE.				
34	Handle Bars				
35	Handle Bar Grips ..				
36	Head Clips (Cup) ..				
37	Lamp Bracket				
38	Screw and Nut for Head Clip.				
39	Steering Lock				
	PUMP & PARTS.				
40	Pump				
41	Clips for Pump ..				
42	Pump Connections (Large) ..				
43	Pump Connections (Small) ..				
44	Pump Tubing (Rubber) ..				
45	Pump Washer				
	PARTS FOR WEELS.				
46	Axle, Front (with Cone, Nut and Washer).				

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
47	Axle, Rear (with Cone, Nut and Washer).				
48	Axle Cones				
49	Axle nuts				
50	Free Wheels				
51	Hubs, Front				
52	Hubs, Rear				
53	Rims				
54	Rim Tapes				
55	Spokes with Nipples and Washers.				
56	Tyres (28″ × 7¾″) Beaded ..				
57	Tyres (28″ × 1½″) Beaded ..				
58	Tyres (28″ × 1¾″) Wired ..				
59	Tyres (28″ × 1½″) Wired ..				
60	Tubes (28″ × 1¾″) ..				
61	Tubes (28″ × 1½″) ..				
62	Wheels, Front (26″ × 1¾″)				
63	Wheels, Front (28″ × 1½″) ..				
64	Wheels, Rear (28″ × 1¾″) ..				
65	Wheels, Rear (28″ × 1½″) ..				
	MISCELLANEOUS ARTICLES				
66	Balls, ¼″, ⅜″, 5/16″, 5/32″ ..				
67	French Chalk ..				
68	Lamps				
69	Lubricating Oil				
70	Luggage Carrier, Front ..				
71	Luggage Carrier, Rear ..				
72	Mud Guards, Front ..				

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
73	Mudguards Rear ..				
74	Mudguard Stays, Front ..				
75	Mudguard Stays, Rear ..				
76	Oil Cans				
77	Reflectors, Red				
78	Repair Outfit Boxes ..				
79	Saddles				
80	Solution Tubes				
81	Spanners, Universal (Screw) ..				
82	Valve Tube				

FOR USE OF THE STATIONERY OFFICE

Entered on bin card ———— by ————

Checked the bin card ———— by ————

Passenger / Goods / Steamer } Receipt posted on ————

Chargeable indents.

Freight paid			*Postage paid*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing

No.

Packed by

	..	..
	..	..
	..	..
	..	..
	..	..
Boxes	..	..
Bundles	..	..

Total number of packges despatched ..

Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Statonery Office within 7 days, duly signed, on arrival of the stores.
2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.
3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.————
(*b*) Articles received in excess against items Nos.————
(*c*) Articles received damaged against items Nos.————
(the nature of damage must be stated).
(*d*) Complaints of any other nature————

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Cycle-Accessories shown as supplied in columns 3 and 4 of this indent and receipt form.
2. All the packages as detailed above were correctly received and the contents examined in my presence.

Station ———— } Signature————
Date ———— } Designation————

Here state the Stationery Office Registered No. fixed for your office. } No.———

Here state the Budget Head to which the cost of the Indent is debitable } Budget Head———

FORM OF ANNUAL INDENT AND ADVICE NOTE (RECEIPT) for Stationery required for use of the office of the——— for the year 194 –194 .

The last supply was asked for in this office Indent No. dated 19 , and was received, *vide* ADVICE NOTE No.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to

   at Station .District

   c/o

2. By Seaport to

   By Rail—Station to

   By Post to

Numerical strength of the office establishment using the stationery

	No.
Head of the Office	———
Principal Assistants	———
Clerks	———
Bailiffs (Judicial Department)	———
Muster and Outdoor Clerks (P. W. D.)	———
Teachers (Educational Department)	———
Gate-keepers and Circle Amaldars (Jail Department) ..	———
Compounders, Nurses and Sub-Assistant Surgeons (Medical Department).	
Other staff using stationery	———
Total number of hands ..	———

N.B.—For use by the Stationery Office, *vide* Column 7 within—

(*a*) The demand is in excess of the prescribed scale.
(*b*) The demand is above the quantity sanctioned in the model indent.
(*c*) The demand appears to be high though within the quantity sanctioned in the model indent.
(*d*) Articles lasting for a number of years are not supplied every year.
(*e*) New supply cannot be allowed unless the articles in use are certified by the Head of the Office to be unserviceable.
(*f*) The article is not stocked at the Stationery Office.
(*g*) The purpose for which the article is required has not been stated.
(*h*) A sample may be furnished to guide the supply.
(*i*) The date of last supply has not been stated.
(*j*) The total number of typewriters in use has not been stated.
(*k*) Indents for peons' clothing(woollen and cotton) and for table cloth must be prepared on the enclosed form.
(*l*). Kindly obtain the articles from the Executive Engineer, Presidency, Bombay, on payment.
(*m*) These are stocked by the Manager, Government Central Press, Bombay, and that officer has been asked to supply them to you direct.
(*n*) These are stocked by the Manager, Yeravda Prison Press, and that officer has been asked to send them to you direct.
(*o*) Your office is not entitled to use this article and hence it is not supplied.

No. of 19 –19

Dated 19

CERTIFIED that I have personally examined and checked the balances shown in Column 4 within and that the quantities now asked for are essential for use during the year.

2. Instructions issued in the Stationery Office General Memo, I, dated 15th March 1928, have also been carefully attended to while preparing this indent.

Signature

Designation

ISSUE

for Superintendent,
Government Printing and Stationery, Bombay.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent		Balance in hand on date of indent		Quantity now required		Quantity passed by the Stationery Office	Reasons for reduction or omission *vide* N. B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3		4		5		6	7	8	9	10		
		Reams	Sheets	Reams	Sheets	Reams	Sheets					Rs.	a.	p.
	PAPER													
1	Badami, Foolscap Folio, 6 lbs., 13½″ × 8½″										Items 1, 3, 12 and 14 for typewriting letters and clerical use.			
2	Badami, Foolscap Broad side, 12 lbs., 13½″ × 17″										Items 2, 10 and 13 for statement work.			
3	Badami, Quarto, 8½″ × 6¾″										*Vide* remark against item No. 1.			
4	Blotting, Ordinary { 12 sheets per clerk and 12 to 24 sheets for each Gazetted Officer and Principal Asstt. }													
5	Do. Superior, Ford do. do.	No.		No.		No.		No.			For the use of High Court Judges and Government House only.			
6	Boards, Straws, 20″ × 25″ = 1⅛ lbs. each.										Please state for what purpose required.			

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent		Balance in hand on date of indent		Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, *vide* N. B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3		4		5		6		7	8	9	10		
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets				Rs.	a.	p.
7	Carbon, Demy [for use with pencils], Black, 17½″ × 22½″.														
8	Do. Foolscap Zenetic, 13½″ × 17″. ..											For use of the Judicial and Registration Officers.			
9	Cream Wove, Foolscap Folio, 13½″ × 8½″ =7 lbs.											For Officers' use for drafting purposes and important correspondence.			
10	Do. do. Broad side, 17″ × 13½″=14 lbs.											*Vide* remark against item No. 2.			
11	Do. Quarto, 8½″ × 6¾″ ..											*Vide* remark against item No. 1.			
12	Cream Laid, Foolscap Folio, 13½″ × 8½″ =6 lbs.											*Vide* remark against item No. 1.			
13	Do. do. Broad side, 17″ × 13½″=12 lbs.											*Vide* remark against item No. 2.			
14	Do. Quarto, 8½″ × 6¾″ ..											*Vide* remark against item No. 1.			
15	Kraft, Double Demy, 22½″ × 35″=30 lbs.											For packing purposes.			
16	Brown, thick, 50 lbs., 20″ × 30″, for file covers.														

17	Letter D. O., Single, 9″ × 7″, Embossed	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets			For Officers as per G.R., G.D., No. 1185, dated 14th August 1930.				
18																
19	Note D. O., Single, 7″ × 4½″, Embossed											For Officers as per G.R., G.D., No. 1185, dated 14th August 1930.				
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets							
20	Ruled, Foolscap, Broad side, Horizontal, 13½″ × 17″ = 12 lbs., with 33 lines.															
21	Do. do. Vertical, 13½″ × 17″=12 lbs., with 18 lines.															
22	Tinted, in Assorted Colours, Size, 22″ × 30″.		Sheets		Sheets		Sheets		Sheets			For Schools for drawing purposes.				
	ENVELOPES	No.		No.		No.		No.								
23	Foolscap D. O., Size 9½″ × 4½″ [50 Nos. for each Officer].											For Officers as per G.R., G.D., No. 1185, dated 14th August 1930.				
24	Note size, 4¾″ × 3¾″ [100 Nos. for each Officer and 20 for each Principal Assistant].															
	MISCELLANEOUS ARTICLES	No.		No.		No.		No.								
25	Books, Foolscap, ruled Horizontal, 1 quire.											18 lines.				
26	Do. do. 2 quires.															
27	Do. do. 3 ,, ..															
28	Do. do. 4 ,, ..															

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office.	Reasons for reduction or omission, *vide* N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers.	Value		
1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
29	Books, Foolscap, ruled, Vertical, 1 quire										
30	Do. do. 2 quires							18 lines.			
31	Do. do. 3 ,,										
32	Do. do. 4 ,,										
33	Books, Quarto size, 48 leaves, ruled										
34	Do. Note, Pocket size, Leather bound, ruled.							For P. W. D. Officers only.			
35	Do. do. do. Paper bound, ruled.										
36	Do. do. Shorthand							For Stenographers' use.			
		No.	No.	No.	No.						
37	Bricks, Bath, 8 oz. piece							For polishing peons' badges, etc.			
38											

		Lbs.		Lbs.		Lbs.		Lbs.					
39	Chalk, White, lump												
		Boxes		Boxes		Boxes		Boxes					
40	Crayons, White, in Boxes of 1 Gross Sticks											For Schools.	
41	Do. Coloured do. do. ..											Do.	
		Sticks		Sticks		Sticks		Sticks					
42	Do. do. (Grey-hound Pastels) ..											Do. for drawing.	
		Yds.		Yds.		Yds.		Yds.					
43	Cloth, Binding, 40″											For book-binding purposes only.	
44	Do. Drill, for repairing Tents, 27″ wide.												
45	Do. Dungry, Superior, 36″ wide ..											For tying records and for covers for Gadis and Takyas, etc.	
46	Do. do. Inferior, 30″ wide ..											For sewing parcels.	
47	Do. Gunny, 40″ wide											For packing bales and similar purposes.	
48	Do. Mulmul, White, 45″/48″ ..											For mounting Plans and Maps for Forest and P. W. D. offices.	
		Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.				
49	Cloth, Tracing, in rolls of 24 yards of 36″ wide.												

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office.	Reasons for reduction or omission, *vide* N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers.	Value		
1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
50	Covers for Files, Leather, Red, 14″ × 9″, small.										
51	Do. do. 18″ × 14″, medium										
52	Do. do. 26″ × 20″, large.										
53	Dusters, 30″ × 30″	No.	No.	No.	No.			For dusting office furniture.			
		No.	No.	No.	No.						
54	Gloy bottles, Small, 5 oz. with brushes ...										
54A	Do. Large, 16 oz. without brushes. ...										
54B	Do. Large, 20 oz. do. ...										
55	Glue	Lbs.	Lbs.	Lbs.	Lbs.			For book-binding purposes.			
56	Gum, Arabic							1 lb. dry gum gives fourteen 5 oz. bottles of liquid gum			

57	Brushes (for Gum and Rubber Stamp ink).	No.	No.	No.	No.						
58	Ink. Concentrated Blue Black, Superior 4 oz. bottles.	Bottles	Bottles	Bottles	Bottles			For Heads of Offices, 3 bottles per annum.			
59	Ink, Indelible. [For writing cheques. In 24 oz. bottles.]							This Ink is only supplied to Officers who are authorised to issue cheques.			
60	Ink Powder, Blue Black [4 Nos. per head per annum].	Packets	Packets	Packets	Packets			1 packet gives 24 ozs. liquid ink.			
61	Do. Red, Fuchsine [¼ oz. per head per annum].	Ozs.	Ozs.	Ozs.	Ozs.						
62	Ink, Superior Blue Black, in 28 oz. glass bottles	Bottles	Bottles	Bottles	Bottles			3 bottles for each Judicial Officer's use, for writing judgments.			
63	Ink, Blue Black, in 4 oz. bottles, for Fountain Pens.							For Gazetted Officer's use.			

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
64	Laces for Files (file strings), 33″ long ..										
65	Leather pieces (country), 20″ × 24″, Sheep							For book-binding purposes.			
		No.	No.	No.	No.						
66	Needles, Small, 2½″							4 Needles per clerk per annum, for stitching papers, etc.			
67	Needles, Large (Dabhans), 3½″ ..							2 Dabhans for each office for sewing parcels.			
		Doz. No.	Doz. No.	Doz. No.	Doz. o.						
68	Nibs, Steel, Fireman .. (50 Nos. of either per head per annum.)										
69	Do. Latem ..										
70	Do. Haldankar (Maharashtra										
71	Do. Hindu or Nawab.							For Vernacular writing.			
72	..										
73	Do. J Gilt ..										

74	Do. 027 Broad point.	50 Nos. of either per head per annum.										
75	...											
76	Do. Rani ..											
77	Do. (Irresistible) No. 1405.											
78	Do. Waverly ...											
79	Do. No. 9 (correspondence).											
80	Do. No. 10 do.											
81	Do. No. 11 do.											
			Boxes	Boxes	Boxes	Boxes						
82	Paper-clips, Gem [Boxes of 100 each] ...											
83	Paper fasteners, Brass [Boxes of 6 dozens each, Assorted size].											
			No.	No.	No.	No.						
84	Pencils, Black lead, Soft	Nos. per head per annum.										
85	Do. Middling.											
86	Do. Hard											

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent.	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
	PENCILS, COLOURED										
87	Blue							For Officer's use only.			
88	Copying										
89	Green							For Audit Officers only.			
90	Red							For Officers' use only.			
		No.	No.	No.	No.						
91	Pencils, Shorthand							For Stenographer's use only.			
92	Do. Slate										
		No.	No.	No.	No.						
93	Penholders, Ordinary [2 Nos. per head per annum].										
94	Do. Superior [for Officers' use										

95	Pens, Reed, 7″ long	No.		No.		No.		No.				For Vernacular offices.		
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.					
96	Pins, Common, in packets of 1 oz. each, ¾″ size.													
97	Do. do 1″ ,,													
98	Do. do. 1¼″ ,,													
99	Pins, Drawing, Large, Brass Circular, ¾″ diameter ..	No.		No.		No.		No.				For fixing up on Drawing Boards and similar purposes.		
100	Do. Small, do. ½″ do.													
101	Polish, Brass, in one oz. tins ..	No.		No.		No.		No.				For book-binding purposes only.		
102	Reels, Thread (400 yds.)													
103	Sand Paper, Sheets, 12″ × 10″, Nos. 0, 1, 1½ and 2.	Sheets		Sheets		Sheets		Sheets						
104	Seals, Perfect, Boxes [Box of 100 each] ..	Boxes		Boxes		Boxes		Boxes						
105	Silk Cord, Bundles [for Judicial Officers only].	No.		No.		No.		No.						

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
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Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *Vide* N.B. on page 1	Articles substituted by the Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
									Rs.	a.	p.
		Bundles	Bundles	Bundles	Bundles						
106	Tags, 4″, Cotton } in bundles of 100 Nos. each.							8″ Tags are issued only for use in offices where Mr. Maxwell's system of office record is in force.			
107	Do. 8″, do. }										
		No.	No.	No.	No.						
108	Tape, White, Bundles [in bundles of 7 yards].										
109	..										
		Gundies	Gundies	Gundies	Gundies						
110	Thread for sewing [100 yards each gundy].										
		Balls	Balls	Balls	Balls						
111	Twine, Balls (cotton) [1½ oz. each] ...										
112	Twine, Thick, Cotton, in 1 lb. balls ...										
		Lb.	Lb.	Lb.	Lb.						
113	Twine, Jute, Inferior (Bengal twine) ..										

114	Wax cloth, Pieces (4 yards each), 34″ wide.	No.		No.		No.		No.				For covering records in the monsoon.			
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.						
115	Wax, Sealing, Red (16 sticks to a lb.) ..											For sealing letters and packets.			
116	Wax, Sealing, Black											For sealing treasury locks.			
		No.		No.		No.		No.							
117	Wax, Taper sticks, Red											For personal use of Heads of Offices while on tour.			
	TYPEWRITER ACCESSORIES	No.		No.		No.		No.				*Please state the number of typewriters in use.			
	*For** *Typewriters.*														
118	Mulmul Pieces, 18″ × 18″											Substitute for Chamois Leather.			
119	Erasers [1 per machine per year] ..														
120	Oil bottles do.														
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets						
121	Paper, Carbon, Foolscap, Black ..											One ream (=500 sheets) will give 10,000 carbon impressions.			
122	Paper, Typewriter, 4 lbs.														
123	Do. 3 lbs.														
124	Do. 2 lbs.														

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission *vide*, N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
	RIBBONS FOR TYPEWRITER MACHINES										
125	Remington, Nos. 10, 11, 12 and 16 ...							6 to 8 ribbons are supplied for each machine per year. The model number of the Typewriter in use may be stated to ensure a correct supply of ribbons.			
126	Do. Portable										
126A	Do. Noiseless										
127	Royal No. 10, Standard										
128	Royal Portable										
129	British Imperial, Standard										
130	Do. Portable (Regent) ...										
131	Oliver, Nos. 9, 10, 11 and 16 ...										
132	British Empire										
133	British Barlock										
134	Corona, Nos. 3, 4										
135	Underwood, Nos. 3, 5 Standard ...										
135A	Do. Portable										
136	Woodstock, Standard										
137	A. E. G. do.										

137A	Bijou Portable												
137B	Ideal Standard												
	THUMB IMPRESSION ARTICLES	No.		No.		No.		No.					
138	Ink, Black, in 1 oz. collapsible tubes ..												
139	Ink bottles, Black, 1 oz.												
	DUPLICATOR ACCESSORIES	No.		No.		No.		No.					
140	Developine bottles, 1 oz.												
141	Ink for Rotary Duplicator in 8 oz. tins or tubes.												
142	Ink for Flat Eliam's Duplicator and Flat Cyclo-style, in 7 oz. tubes												
143	Obliterine bottles, 1 oz.												
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets				
144	Paper, Roneo, impression, 6 lbs., 13½" × 8½"												
	WAX STENCIL PAPER*	Qrs.		Qrs.		Qrs.		Qrs.			*Please send a sample sheet to ensure a correct supply.		
145	..												
146	..												
147	..												

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
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Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
		Qrs.	Qrs.	Qrs.	Qrs.				Rs.	a.	p.
	WAX STENCIL PAPER*—(contd.).										
148	Hand for Flat Duplicator and Flat Cyclostyle wax.							*Please send a sample sheet to ensure a correct supply.			
149	Do. Red Seal Flat Duplicator ..										
		Qrs.	Qrs.	Qrs.	Qrs.						
150	..							Please send a sample sheet to guide the supply.			
151	Type for Roneo T. fitting, waxless ..										
152	Do. Roneo Simplex, Wax, 5 cuts, waxless.										
153	..										
154	Type for R. R. R., Wax, 4 and 7 cuts ...										
155	Do. Flat Duplicator and Flat Cyclostyle, Wax.										
156	Do. Red Seal, Flat Duplicator ..										
		No.	No.	No.	No.						
157	Silk sheets, Foolscap										
158	Tissue books for drying copies ..										
159	Varnish bottles										

		No.	No.	No.	No.						
	COPYING MACHINE ACCESSORIES.										
160	Ink, Facsimile, Bottles (6 ozs.) ..										
		Rms. Shts.	Rms. Shts.	Rms. Shts.	Rms. Shts.						
161	Paper, Absorbent, Brown, 71 lbs. ..										
		Rms. Shts.	Rms. Shts.	Rms. Shts.	Rms. Shts.						
	FLAT CYCLOSTYLE ACCESSORIES.										
162	Paper, Printing, Foolscap Folio, 6 lbs., for taking copies on flat Cyclostyles.										
		No.	No.	No.	No.						
	D. GESTETNER ROTARY* DUPLICATOR ACCESSORIES.							*These are supplied to those officers only who have D. Gestetner Rotary Duplicators in use.			
163	Correcting fluid bottles, 1 oz. ..										
164	Duroline bottles, 1 oz.										
165	Ink tubes, large, 1 lb.										
		Qrs.	Qrs.	Qrs.	Qrs.						
166	Paper, stencil, Multiholes Indestructible, for Gestetner Rotary Duplicator.										

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
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Please fill in Annual requirements correctly and ECONOMISE wherever possible.

Avoid Supplementary Indents.

Item No.	Names of articles	Quantity sanctioned in the model indent.	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission *vide*, N.B. on page 7	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
									Rs.	a.	p.
167											
168											
169											
170											
171											
		No.	No.	No.	No.						
	RUBBER STAMP ACCESSORIES										
172	Ink Bottles, Violet, 1 oz. each ...										
173	Pads, Large, 6" × 3½"										
174	Do. Medium, 4½" × 2½"										
175											
176	Daters, Perpetual										
177											
178											

170

180

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renewed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use.

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omissions, *vide* N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10	11	12		
							No.	No.			Rs.	a.	p.
181	Bags, Canvas, Small, 16″ × 7½″ ...									For Postal purpose.			
182	Do. Large, 16″ × 12″ ...												
183	Do. Waterproof, 17″ × 12″ ...									For Police Officers.			
							No.	No.					
184	Baskets, Cane, paper, 15″ × 10″ × 3″ ...												
185	Baskets, Waste paper (Cane), Superior ...												
							No.	No.					
186	Bells, Call									For officer's use only.			
187	Blotters, Hand, Wooden												
							No.	No.					
188	Brushes, Hard, for cleaning Types ...									One for each Typewriter.			
189	Brushes, Soft (long handle), for cleaning Typewriters.												

							No.	No.					
190	...												
191	Clips, spring (Bull Dog)												
							Yds.	Yds.					
192	Cloth, Oil, 50″/152″ wide (for covering records)												
							No.	No.					
193	Erasers, Ink and Pencil									1 No. per head supplied biennially.			
194	Glasses for water												
195	Hones for sharpening Penknives ...												
							No.	No.					
196	...												
197	Round Pewter Inkstands for Black Ink (with China ink-wells).									1 No. per head.			
198	Inkstands, China, brown (with corks) ...									For outdoor work.			
199	Ink-wells (white) for Round Pewter Inkstands.												
							No.	No.					
200	Locks, Pad, Brass, for Treasury, 3½″												
201	Do. do. 3″ With duplicate keys.									For locking up Treasury rooms.			
202	Do. do. 2½″												
203	Do. do. 2″												

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renewed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10	11	12		
							No.	No.			Rs.	a.	p.
204	Locks, Pad, Ordinary, Galvanized 2½"									For locking up office doors and boxes.			
205	Do. do. 2" With duplicate keys.												
206	Do. do. 1½"												
							No.	No.					
207	Oil Cans for typewriter												
208	Pads for taking Thumb Impressions, and Rubber Stamp 3¼" × 2¾"												
209	Paper Weights, Glass												
210	Penknives, Desk									1 No. per head.			
211	Pen Racks									For heads of offices only.			
							No.	No.					
212	Pens, Stylus, for Flat Duplicators ..												
213	Do. Rotary Duplicator ..												
214	Pens, Wheel, for Flat Duplicators and Flat Cyclostyle machines.												

215	Pin Cushions, ordinary, for clerks ...						No.	No.					
216	Do. superior, for officers ...												
217	Ookers (Bodkins)						No.	No.					
218	Portfolios, F'cap												
219	Punches (for cancelling Court-fee stamps) ..												
220	Rollers, Rubber, 3", for Thumb Impressions.						No.	No.					
221	Do. 8", F'cap size, for use with Flat Duplicators.												
222	Rulers, Round, Long, 24"						No.	No.		For Officers' use only.			
223	Do. Short, 18"												
224	Rulers, Flat, Short, 18"												
225	Scales, letter Brass without weights (Postal)						No.	No.					
225A	Weights for above (Sets in Tolas) ...												
225B	Do. (Sets in Ozs.) ...												
226	Scissors, 6½"												

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renwed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10	11	12		
							No.	No.			Rs.	a.	p.
227	Slates, School, Large, 11″ × 9″ ..												
228	Tiles, China, Glazed, 6″ × 6″, for Thumb Impressions.									Substitute for Tin Slabs.			
229	Zinc Plates, 14″ × 9″, for writing with pencil carbon.												
230	Kamblies for Peons												
231	Umbrellas do.									Either a Kamblie or an umbrella is supplied to a Peon biennially.			
232	..												
233	..												
234	..												
235	..									Certified that the articles indented for against items from 181 to 229 are necessary as those already in use are unserviceable. Signature——— Designation———			

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

FOR USE OF THE STATIONERY OFFICE

Entered in D/L No. By Checked by

Passenger / Goods / Steamer } Receipt posted on

Chargeable indents.

Freight paid.			*Postage paid.*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing

		No.	Packed by
Contract boxes	No. 1—31″ × 21″ × 12″ ..		
Do.	No. 2—24″ × 15″ × 12″ ..		
Do.	No. 3—18″ × 14″ × 11″ ..		
Do.	No. 4—15″ × 9½″ × 8½″ ..		
Boxes of other sizes ..	.. ..		
Entire Bales from Mills ..	.. ..		
Bales made up in the Stores	.. ..		
Post parcels ..	.. ..		
Total number of packages despatched ..			

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STATIONERY ARTICLES SUPPLIED TO THEM

Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter which should accompany this indent so as to bring them prominently to the notice of the Stationery Office.....

3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.————

(*b*) Articles received in excess against items Nos.————

(*c*) Articles received damaged against items Nos. ———— (the nature of damage must be stated).....

(*d*) Complaints of any other nature————

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in columns 5, 6 and 8 and in columns 8 and 9 (of Long duration articles) of this advice note (Receipt) form.

2. All the packages as detailed above were correctly received and the contents examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 15th March 1928, have been carefully attended to.

Station———— } Signature————

Date———— } Designation————

This page is intended to be used by the Stationery Office for entering quantity of articles remaining due and encircled in the indent to be subsequently supplied

Item No.	Names of articles	Quantity now supplied	Remarks	Value		
1	2	3	4	5		
				Rs.	a.	p.

Stationery Office Registered No. fixed for your office. } No.

Budget Head to which the cost of the Indent is debitable }

Model Indent for Stationery Articles of the Office of

Numerical strength of the office establishment using the stationery

	No.
Head of the Office	
Principal Assistants	
Clerks	
Bailiffs (Judicial Department)	
Muster and Outdoor Clerks (P. W. D.)	
Teachers (Educational Department)	
Gate-keepers and Circle Amaldars (Jail Department)	
Compounders, Nurses Sub-Assistant Surgeons (Medical Department)	
Other staff using stationery	
Total number of hands ..	

No. of 194 -194 .

Dated 194 .

Forwarded with compliments to the Superintendent, Government Printing and Stationery, Bombay, after filling in column 9 against items 1 to 176 and column 5 against items 181 to 231 of the Model Indent.

Signature

Designation of Controlling Officer. }

Item No.	Names of articles.	Quantities as per the present Model Indent.		Issues during 1933-34.		Issues during 1934-35.		Issues during 1935-36.		Average Issue		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks
1	2	3		4		5		6		7		8		9		10
	PAPER.	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
1	Badami, Foolscap Folio, 6 lbs., 13½″×8½″.															
2	Do. Broad side, 12 lbs., 13½″×17″.															
3	Badami, Quarto, 8½″×6¾″ ..															
4	Blotting, Ordinary { 12 sheets per clerk and 12 to 24 sheets for each Gazetted Officer and Principal Asstt. }															
5	Do. Superior, Ford ..															
		No.		No.		No.		No.		No.		No.		No.		
6	Boards, Straw, 20″×25″=1¼ lbs. each ..															
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
7	Carbon, Demy [for use with pencils], Black, 17½″×22½″.															
8	Do. Foolscap Zenetic, 13½″×17″ ..															
9	Cream Wove, Foolscap Folio, 13½″×8½″=7 lbs.															
10	Do. do. Broad side, 17″×13½″=14 lbs.															
11	Do. Quarto, 8½″×6¾″ ..															

12	Cream Laid, Foolscap Folio, 13½″×8½″ =6 lbs.														
13	Do. do. Broad side, 17″× 13½″=12 lbs.														
14	Do. Quarto, 8½″×6¾″ ..														
15	Kraft, Double Demy, 22½″×35″=30 lbs.														
16	Brown, thick, 50 lbs., 20″×30″, for file covers.														
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets
17	Letter D. O., Single, 9″×7″, Embossed ..														
18	Marble, Foolscap, 13½″×17″ ..														
19	Note D. O., Single, 7″×4½″, Embossed ..														
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets
20	Ruled, Foolscap, Broad side, Horizontal, 13½″×17″=12 lbs., with 33 lines.														
21	Do. do. Vertical, 13½″×17″ =12 lbs., with 18 lines.														
		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets	
22	Tinted, in Assorted Colours, Size 22″× 30″.														
		No.		No.		No.		No.		No.		No.		No.	
	ENVELOPES.														
23	Foolscap D. O., Size 9½″×4½″ [50 Nos. for each Officer].														
24	Note size, 4¾″×3¾″ [100 Nos. for each Officer and 20 for each Principal Assistant].														

Item No.	Names of articles.	Quantities as per the present Model Indent.	Issues during 1933-34.	Issues during 1934-35.	Issues during 1935-36.	Average Issue.	Quantities proposed by the Indenting Officer.	Quantities sanctioned by the Controlling Officer.	Remarks
1	2	3	4	5	6	7	8	9	10
		No.	No.	No.	No.	No.	No.	No.	
	MISCELLANEOUS ARTICLES.								
25	Books, Foolscap, ruled Horizontal, 1 quire.								
26	Do. do. 2 quires.								
27	Do. do. 3 ,, ..								
28	Do. do. 4 ,, ..								
		No.	No.	No.	No.	No.	No.	No.	
29	Books, Foolscap, ruled Vertical, 1 quire..								
30	Do. do. 2 quires.								
31	Do. do. 3 ,, ..								
32	Do. do. 4 ,, ..								
33	Books, Quarto size, 48 leaves, rules ..								
34	Do. Note, Pocket size, Leather bound, ruled.								
35	Do. do. do. Paper bound, ruled.								
36	Do. do. Shorthand								

37	Bricks, Bath, 7 oz. piece	No.		No.		No.		No.		No.		No.		No.	
38	Candles, Wax, Packets [6 in a packet], 12 oz.	Packets		Packets		Packets		Packets		Packets		Packets		Packets	
39	Chalk, White, lump	Lbs.		Lbs.		Lbs.		Lbs.		Lbs.		Lbs.		Lbs.	
40	Crayons, White, in Boxes of 1 Gross Sticks.	Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes	
41	Do. Coloured do. do. ..	Sticks		Sticks		Sticks		Sticks		Sticks		Sticks		Sticks	
42	Do. do. (Grey-hound Pastels) ..														
43	Cloth, Binding, 40″ wide	Yds.		Yds.		Yds.		Yds.		Yds.		Yds.		Yds.	
44	Do. Drill, for repairing Tents, 27″ wide														
45	Do. Dungry, Superior, 36″ wide ..														
46	Do. do. Inferior, 30″ wide ..														
47	Do. Gunny, 40″ wide														
48	Do. Mulmul, White, 45″ × 48″ wide ..														
49	Cloth, Tracing, in rolls of 24 yards of 36″ wide	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.

Item No.	Names of articles.	Quantities as per the present Model Indent.	Issues during 1933–34.	Issues during 1934–35.	Issues during 1935–36.	Average Issue.	Quantities proposed by the Indenting Officer.	Quantities sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6	7	8	9	10
		No.	No.	No.	No.	No.	No.	No.	
50	Covers for Files, Leather, Red, 14″ × 9″, small.								
51	Do. do. 18″×14″, medium.								
52	Do. do. 26″×20″, large.								
		No.	No.	No.	No.	No.	No.	No.	
53	Dusters, 30″×30″								
		No.	No.	No.	No.	No.	No.	No.	
54	Gloy bottles, Small, 5 oz. with brushes ..								
54A	Do. Large, 16 oz. without brushes.								
54B	Do. Large, 20 oz. do. ..								
		Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	
55	Glue								
56	Gum, Arabic								

57	Brushes (for Gum and Rubber Stamp Ink).	No.	No.	No.	No.	No.	No.	No.	
58	Ink, Concentrated Blue Black, Superior, 4 oz. bottles.	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	
59	Ink, Indelible. [For writing cheques. In 24 oz. bottles.]								
60	Ink Powder, Blue Black [4 Nos. per head per annum].	Packets	Packets	Packets	Packets	Packets	Packets	Packets	
61	Do. Red, Fuchsine [½ oz. per head per annum].	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	
62	Ink, Superior Blue Black, in 28 oz. glass bottles.	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	
63	Ink, Blue Black, in 4 oz. bottles, for Fountain Pens.								
64	Laces for Files (file strings), 33″ long ..	No.	No.	No.	No.	No.	No.	No.	
65	Leather pieces (country), 20″ ×24″, Sheep.								
66	Needles, Small, 2½″	No.	No.	No.	No.	No.	No.	No.	
67	Needles, Large (Dabhans), 3½″ ..								

Item No.	Names of articles.	Quantities as per the present Model Indent.		Issues during 1933–34.		Issues during 1934–35.		Issues during 1935–36.		Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	
68	Nibs, Steel, Fireman ..															
69	Do. Latem ..															
70	Do. Haldankar (Maharashtra).															
71	Do. Hindu or Nawab.															
73	Do. J Gilt ..															
74	Do. 027 Broad point.															
76	Do. Rani ..															
77	Do. (Irresistible) No. 1405.															
78	Do. Waverly ..															
79	Do. No. 9 (correspondence).															
80	Do. No. 10 do.															
81	Do. No. 11 do.															
	50 Nos. of either per head per annum.															
		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		
82	Paper-clips, Gem [Boxes of 100 each] ..															

83	Paper fasteners, Brass [Boxes of 6 dozens each, Assorted size].								
		No.	No.	No.	No.	No.	No.	No.	
84	Pencils, Black lead, Soft	4 Nos. per head per annum.							
85	Do. Middling.								
86	Do. Hard ..								
	PENCILS, COLOURED.	No.	No.	No.	No.	No.	No.	No.	
87	Blue								
88	Copying								
89	Green								
90	Red								
		No.	No.	No.	No.	No.	No.	No.	
91	Pencils, Shorthand								
92	Do. Slate								
		No.	No.	No.	No.	No.	No.	No.	
93	Penholders, Ordinary [2 Nos. per head per annum].								
94	Do. Superior [for Officers' use only] do.								
		No.	No.	No.	No.	No.	No.	No.	
95	Pens, Reed, 7″ long								

Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING 1933–34.		1934–35.		1935–36.		Average Issue		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Ozs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	
96	Pins, Common, in packets of 1 oz. each, ¾″ size ..															
97	Do. do. 1″ ,, ..															
98	Do. do. 1¼″ ,, ..															
		No.		No.		No.		No.		No.		No.		No.		
99	Pins, Drawing, Large, Brass Circular, ¾″ diameter. ...															
100	Do. Small, do. ½″ do.															
		No.		No.		No.		No.		No.		No.		No.		
101	Polish, Brass, in one oz. tins ..															
102	Reels, Thread (400 yds.)															
		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		
103	Sand Paper, Sheets, 12″×10″, Nos. 0, 1, 1½ and 2.															
		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		
104	Seals, Perfect, Boxes [Box of 100 each] ...															

105	Silk Cord, Bundles [for Judicial Officers only].	No.	No.	No.	No.	No.	No.	No.	
		Bundles	Bundles	Bundles	Bundles	Bundles	Bundles	Bundles.	
106	Tags, 4″, Cotton } in bundles of 100 Nos. each								
107	Do. 8″, do. } in bundles of 100 Nos. each								
		No.	No.	No.	No.	No.	No.	No.	
108	Tape, White, Bundles [in bundles of 7 yards].								
109	Tape, Red, Bundles [in bundles of 7 yards, ½″ wide].								
		Gundies	Gundies	Gundies	Gundies	Gundies	Gundies	Gundies	
110	Thread for sewing [100 yards each gundy]								
		Balls	Balls	Balls	Balls	Balls	Balls	Balls	
111	Twine, Balls (cotton) [1½ oz. each] ..								
112	Twine, Thick, Cotton, in 1 lb. balls ..	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	
113	Twine, Jute, Inferior (Bengal twine) ..	No.	No.	No.	No.	No.	No.	No.	
114	Wax cloth, Pieces (4 yards each), 34″ wide								

Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING 1933-34.		1934-35.		1935-36.		Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	
115	Wax, Sealing, Red (16 sticks to a lb.) ..															
116	Wax, Sealing, Black															
		No.		No.		No.		No.		No.		No.		No.		
117	Wax, Taper sticks, Red ..															
		No.		No.		No.		No.		No.		No.		No.		
	TYPEWRITER ACCESSORIES.															
	For Typewriters.															
118	Mulmul Pieces, 18″×18″															
119	Erasers [1 per machine per year] ..															
120	Oil bottles do. ..															
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
121	Paper, Carbon, Foolscap, Black ..															
122	Paper, Typewriter, 4 lbs.															
123	Do. 3 lbs.															
124	Do. 2 lbs.															

	RIBBONS FOR TYPEWRITER MACHINES.	No.	No.	No.	No.	No.	No.	No.
125	Remington, Nos. 10, 11, 12 and 16 ..							
126	Do. Portable							
127	Royal No. 10, Standard							
128	Royal Portable							
129	British Imperial, Standard ..							
130	Do. Portable (Regent) ..							
131	Oliver, Nos. 9, 10, 11 and 16 ..							
134	Corona, Nos. 3, 4							
135	Underwood, Nos. 3, 5, Standard ..							
135A	Do. Portable							
136	Woodstock, Standard							
137	A.E.G. do.							
137A	Bijou Portable							
	THUMB IMPRESSION ARTICLES.	No.	No.	No.	No.	No.	No.	No.
138	Ink, Black, in 1 oz. collapsible tubes ..							
139	Ink bottles, Black, 1 oz.							
	DUPLICATOR ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.
140	Developine bottles, 1 oz. ..							
141	Ink for Rotary Duplicator in 8 oz. tins or tubes.							
142	Ink for Flat Ellam's Duplicator and Flat Cyclostyle, in 7 oz. tubes.							

Item No.	Names of articles.	Quantities as per the present Model Indent.		Issues during 1933-34.		Issues during 1934-35.		Issues during 1935-36.		Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
144	Paper, Roneo, impression, 6 lbs., 13½″ × 8″.															
	WAX STENCIL PAPER.	Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		
145	Hand for Roneo, 10 X Filmos ..															
145A	Do. do. B 3 X															
146	Do. Simplex with 5 cuts for Roneo.															
147	Do. R. R. R. duplicator (4 cuts and 7 cuts).															
148	Hand for Flat Duplicator and Flat Cyclostyle.															
149	Do. Red Seal Flat Duplicator ..															
		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		
150	Type for Roneo 10 X Filmos wax															
151	Do. T. fitting, Paratype, Indestructible.															
152	Do. Simplex, Wax, 5 cuts ..															

152A	Do. do. Paratype, 5 cuts ..															
153	Do. T. fitting, Wax															
154	Do. R. R. R., Wax, 4 and 7 cuts ..															
154A	Do. do. Paratype, 4 and 7 cuts.															
155	Do. Flat Duplicator and Flat Cyclostyle, Wax.															
156	Do. Red Seal, Flat Duplicator, Wax.															
		No.		No.		No.		No.		No.		No.		No.		
157	Silk sheets, Foolscap															
158	Tissue books for drying copies ..															
159	Varnish bottles															
		No.		No.		No.		No.		No.		No.		No.		
	COPYING MACHINE ACCESSORIES.															
160	Ink, Fascimile, Bottles (6 ozs.) ..	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	
161	Paper, Absorbent, Brown, 71 lbs. ..															
		Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	
	FLAT CYCLOSTYLE ACCESSORIES.															
162	Paper, Printing Foolscap Folio, 6 lbs. for taking copies on flat Cyclostyles.															

Item No.	Names of articles.	Quantities as per the present Model Indent.	ISSUES DURING			Average Issue.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
			1933-34.	1934-35.	1935-36.				
1	2	3	4	5	6	7	8	9	10
	D. GESTETNER ROTARY DUPLICATOR ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.	
163	Correcting fluid bottles, 1 oz. ..								
165	Ink tubes, large, 1 lb. ..	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	
166	Paper stencil, Multiholes Indestructible for Gestetner Rotary Duplicator.								
	RUBBER STAMP ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.	
172	Ink Bottles, Violet, 1 oz. each ..								
173	Pads, Large, 6″×3½″								
174	Do. Medium, 4½″×2½″								
175	Do. Small, 3¾″×2″								
176	Daters, Perpetual								

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6
			No.	No.	
181	Bags, Canvas, Small, 16″×7½″ ..	50 per cent. of the total quantity to be supplied every year ..			
182	Do. Large, 16″×12″ ..	50 do. do. ..			
183	Do. Waterproof, 17″×12″ ..	50 do. do. ..			
184	Baskets, Cane, paper, 15″×10″×3″ ..	5 do. do. ..			
185	Baskets, Waste paper (Cane), Superior ..	10 do. do. ..			
186	Bells, Call	50 do. do. ..			
187	Blotters, Hand, Wooden	10 do. do. ..			
188	Brushes, Hard, for cleaning Types ..	50 do. do. ..			
189	Brushes, Soft (long handle), for cleaning Typewriters.	50 do. do. ..			
190	Candlestands (with globes)	33⅓ do. do. ..			
191	Clips, spring (Bull Dog)	20 do. do. ..	Yds.	Yds.	
192	Cloth, Oil, 50″/52″ wide (for covering records.)	50 do. do. ..			

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6
			No.	No.	
193	Erasers, Ink and Pencil	50 per cent. of the total quantity to be supplied every year ..			
194	Glasses for water	10 do. do. ..			
195	Hones for sharpening Penknives ..	10 do. do. ..			
196	Ink-Glasses for Red Ink	10 do. do. ..			
197	Round Pewter Inkstands for Black Ink (with China ink-wells).	10 do. do. ..			
198	Inkstands, China, brown (with corks) ..	10 do. do. ..			
199	Ink-wells (white) for Round Pewter Inkstands.	10 do. do. ..			
200	Locks, Pad, Brass, for Treasury, 3½″ (With duplicate keys.)	To be supplied on production of the old and unserviceable ones.			
201	Do. do. 3″ (With duplicate keys.)				
202	Do. do. 2½″ (With duplicate keys.)				
203	Do. do. 2″ (With duplicate keys.)				
204	Locks, Pad, Ordinary, Galvanized, 2½″ (With duplicate keys.)	33⅓ per cent. of the total quantity to be supplied every year ..	No.	No.	
205	Do. do. 2″ (With duplicate keys.)				
206	Do. do. 1½″ (With duplicate keys.)				

207	Oil Cans for typewriter	50	do.	do.	..		
208	Pads for taking Thumb Impressions, $3\frac{1}{4}'' \times 2\frac{3}{4}''$.	50	do.	do.	..		
209	Paper Weights, Glass ..	20	do.	do.	..		
210	Penknives, Desk	50	do.	do.	..		
211	Pen Racks	10	do.	do.	..		
212	Pens, Stylus, for Flat Duplicators ..	20	do.	do.	..		
213	Do. Rotary Duplicator ..						
214	Pens, Wheel, for Flat Duplicators and Flat Cyclostyle machines.	50	do.	do.	..		
215	Pin Cushions, ordinary, for clerks ..	$33\frac{1}{3}$	do.	do.	..		
216	Do. superior, for officers ..						
217	Pokers (Bodkins)..	10	do.	do.	..		
218	Portfolios, F'cap	50	do.	do.	..		
219	Punches (for cancelling Court-fee stamps)	10	do.	do.	..		
220	Rollers, Rubber, 3", for Thumb Impressions.	To be supplied on production of the old and unserviceable ones.					
221	Do. 8", F'cap size, for use with Flat Duplicators.						
222	Rulers, Round, Long, 24"		Do.	do.	..		
223	Do. Short, 18" ..						
224	Rulers, Flat, Short, 18"						

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6
225	Scales, letter, Brass, without weights (Postal).	To be supplied on production of the old and unserviceable ones.			
225A	Weights for Scales (Sets in Tolas) ..				
225B	Do. (Sets in Ozs.) ..				
226	Scissors, 6½"	50 per cent. of the quantity to be supplied every year ..			
			No.	No.	
227	Slates, School, Large, 11"×9" ..	20 per cent. of the total quantity to be supplied every year ..			
228	Tiles, China, Glazed, 6"×6", for Thumb Impressions.	10 do. do. ..			
229	Zinc Plates, 14"×9", for writing with pencil carbon.	5 do. do. ..			
230	Kamblies for Peons	50 do. do. ..			
231	Umbrellas do.	50 do. do. ..			

Signature _____

Designation of Indenting Officer } _____

Indent Register No.————

[To be submitted to the YERAVDA PRISON PRESS through the Superintendent, Government Printing and Stationery, Bombay, in the month in which the officer concerned is authorized to indent on the Press as indicated on the inside of this cover.]

Debitable to Budget Head } ————————————————

No. of 193 -4 . Dated 19 .

Annual Indent for Standard and Destandardized Forms and Envelopes for the use of the for the Year 193 .

[Inner Sheets Sets.]

†1. I certify that the number of copies of each Form or Envelope entered in this Indent will, to the best of my belief, be actually required for consumption in a year, and that, with due regard to the interests of the public service, a smaller number cannot, in any case, be made to suffice for the period mentioned.

†2. I also certify that the information given in Column 3 is from the Office Record and correct to the best of my belief. The Forms and Envelopes received on last Indent have been used for *bonâ-fide* Government purposes for which they were intended.

3. I state, for the information of the Press, that all the Forms or Envelopes already indented for on Annual or Supplementary Indents, but not complied with by the Press, are included in this Annual Indent which, therefore, cancels all my previous Indents for those Forms or Envelopes to the extent to which they have not been complied with. The numbers and dates of my Indents hereby cancelled are given below:—

†4. Certified that the stock of Forms and Envelopes in my office has been checked and that there is no surplus stock/the surplus stock has been reported to the controlling officer for orders as to its disposal.

[†Certificates 1, 2 and 4 may be scored out when the Indenting Officer is prepared to pay cash.]

Signature and Designation (of the Indenting Officer) } ————————————

Address to which packages are to be sent :—

(Designation)————————————————

————————————————————

(Railway Station) / (Seaport). ————————(Post Town with District) ————

————————

No. of 19 -4

Forwarded for compliance.

Bombay, 19 . Superintendent, Govt. Printing and Stationery, Bombay.

[*Entries below this line to be made by the Press Office.*]

Number of Items————————

Drawn by————————

Checked and Compared by } ————————

Ledgered by————————

Number of Boxes. Spl. L M. S.

Packets ————/Ry. Parcel by Post / by Hand

Advice Note No. ————

Despatched on ————

MOSI Bk V 1—31*a*

Statement of Departments showing the Months in which their indents should reach the Press

April :—
(1) Secretariat.
(2) Cantonment Authorities, Municipalities, Local Boards, etc.
(3) Medical.

June :—
(1) Public Health.
(2) All Departments of the Central Government.
(3) Industries, Information and Labour Office.
(4) Revenue and Treasury (except offices on the sea coast).

August :—
(1) Excise and Opium.
(2) Agricultural and Veterinary.
(3) Stationery and Printing.
(4) Other commercial undertakings.

October :—
(1) Revenue and Treasury Offices on the sea coast.
(2) Jail.
(3) Registration.
(4) Police.

December :—
(1) Educational.
(2) Public Works Department (except the commercial undertakings under the P. W. D.).

February :—
(1) Judicial.
(2) Forest.
(3) Magisterial.

Notes for Guidance of Indenting Officers

1. This Indent Form is to be used with as many inner sheets as are required for the annual indent. The inner sheet forms have been prepared in sets of three copies. They should be written with carbon papers for the duplicate and triplicate copies. The triplicate copy should be detached and kept as office copy of the indenting office. The remaining two copies should be put in this cover and sent to the Press through the Superintendent, Government Printing and Stationery, Bombay. The duplicate copy is intended to serve as Advice Note and it is therefore not necessary to fill in the separate form of Advice Note.

2. The sets of inner sheets should be serially numbered and the total number of sets of inner sheets should be shown on the cover. Each set of inner sheets should show the Indent Register No. and the name of the indenting officer at the top.

3. For the rules of indenting attention is invited to the G.R., J.D., No. 8, dated 4th January 1909, as modified by G.R., G.D., No. 927, dated 9th June 1922, and G.R., G.D., No. 1657, dated 16th May 1922.

4. The standard No. (Col. 1) in the case of each form should be quoted by reference to the Catalogue of Forms already supplied as a guide. If this is not possible, a printed sample of the form required should be attached to the indent for the guidance of the Press. As per G.R., G.D., No. 927, dated 9th June 1922, the Catalogues are to be kept up to date by the officers concerned with reference to the Government Orders or Instructions from the Heads of Departments issued from time to time.

5. Some forms are authorised in outer sheets and inner sheets and some are kept in bound books of different sizes and loose sheets as shown in the Catalogue. In such cases, full details such as outer sheets or inner sheets and loose sheets or bound books may be written clearly in the remarks column to avoid incorrect supply and consequent correspondence. In the case of bound books the number of leaves required in each book should also be stated when the sizes of books are more than one.

6. Destandardized forms are now to be indented for from the Yeravda Prison Press on annual indents, *vide* G.R., G.D., No. S. 62, dated 15th March 1935. If these forms are required, they may be included in the indent after the requirements of standard forms have been filled in. They should on no account be mixed with the standard forms. Copies of the List of Destandardized Forms have already been distributed in 1928-29.

7. Officers who are not entitled to a free supply of forms from the Press should clearly state whether they wish to pay the value of the forms in advance as per G.R., G.D., No. 8921, dated 23rd August 1932. In the absence of any instructions in this respect the supply will be sent by V. P.

[Copy for the Press.] *Folio No.* _____

Indent Register No. _____ *Name of Office* _____

Standard No. of Form or Envelope.	Number sanctioned in Model Indent.	Balance in hand.	No. of copies required.		Ledger Folio.	†Here state Vernacular in which the forms are required. Remarks.
			English	†		
1	2	3	4	5	6	7

[Copy to serve as Advice Note.] *Folio No.* _____

Indent Register No. _____ *Name of Office* _____

Standard No. of Form or Envelope.	Number sanctioned in Model Indent.	Balance in hand.	No. of copies required.		Ledger Folio.	†Here state Vernacular in which the forms are required. Remarks.
			English.	†		
1	2	3	4	5	6	7

[Copy for the Indenting Office.] *Folio No.* _____

Indent Register No. _____ *Name of Office* _____

Standard No. of Form or Envelope.	Number sanctioned in Model Indent.	Balance in hand.	No. of copies required.		Ledger Folio.	†Here state Vernacular in which the forms are required. Remarks.
			English.	†		
1	2	3	4	5	6	7

APPENDIX XIII.

List of Officers who indent on the Yeravda Prison Press for Standard Forms and Envelopes.

BUDGET HEAD—"7, Land Revenue".

Indent Register No.	Designation.	Destination.
	Land Revenue, Bombay.	
1	The Collector, Bombay, (L. R. Deptt.), Old Custom House.	Bombay.
2	Amalgamated with 1.	
3	The Superintendent, Bombay City Survey and Land Records.	Bombay.
	Bombay Suburban District.	
4	The Commissioner, B. S. District and District Magistrate.	Bombay.
5	The Collector, B. S. District Old Custom House Yard.	Do.
6	The Superintendent, Suburban Survey	Do.
7	The Mamlatdar, South Salsette and Ambernath ..	Bandra.
8	The Mamlatdar	Ambernath.
	Northern Division.	
9	The Commissioner, N. D.	Ahmedabad.
10	The Collector and Talukdari Settlement Officer ..	Do.
11	The Collector	Do.
12	The District Deputy Collector, North Dascroi Prant ..	Do.
13	The District Deputy Collector, Dholka Prant ..	Do.
14	The Assistant Collector, Viramgam Prant ..	Do.
15	The Huzur Mamlatdar	Do.
16	The Mahalkari, City Mahal	Do.
17	The Mamlatdar, South Dascroi	Do.
18	The Mamlatdar, Prantij	Prantij.
19	The Mamlatdar	Viramgam.
20	The Mamlatdar and Superintendent, Sub-Jail ..	Dholka.
21	The Mamlatdar	Dhandhuka.
22	The Mahalkari	Modasa.
23	The Mahalkari	Sanand.
24	The Mahalkari	Gogha.
25	The District Inspector, Land Records	Ahmedabad.
26	The City Survey Officer	Do.
27	The Collector, Kaira	Kaira.
28	The District Deputy Collector, N. D.	Do.
29	The District Deputy Collector, S. D.	Do.
30	The Huzur Mamlatdar and Treasury Officer ..	Do.
31	The Mamlatdar	Matar.
32	The Mamlatdar	Mehmedabad.
33	The Mamlatdar	Nadiad.
34	The Mamlatdar	Kapadwanj.
35	The Mamlatdar	Anand.
36	The Mamlatdar	Borsad.
37	The Mamlatdar	Thasra.
38	The District Inspector, Land Records	Kaira.
39	Amalgamated with 48.	
40	The Assistant Collector, Panch Mahals, Dohad Division.	Godhra.
41	The District Deputy Collector, Godhra Division ..	Do.
42	The Mamlatdar	Dohad.

BUDGET HEAD—"7, Land Revenue"—*contd.*

Indent Register No.	Designation.	Destination.
	Northern Division—contd.	
43	The Mamlatdar	Godhra.
44	Do.	Kalol.
45	The Mahalkari	Jhalod.
46	Do.	Halol.
47	The Disrict Inspector, Land Records	Broach.
48	The Collector, Broach and Panch Mahals ..	Do.
49	The Assistant Collector, Broach Sub-Division ..	Do.
50	The Assistnt Collector, Jambusar Division ..	Do.
51	The Huzur Mamlatdar	Do.
52	The Mamlatdar	Do.
53	Do.	Ankleshwar.
54	Do.	Hansot. (Amalgamated with 53 Ankleshwar.)
55	Do.	Jambusar.
56	Do.	Amrod.
57	Do.	Vagra.
58	The City Survey Officer	Broach.
59	The District Inspector, Land Records, Broach and Panch Mahals.	Do.
60	The Special Land Acquisition Officer, Jambusar, Kavi and Samni Dehej Rys.	Jambusar.
61	The Collector	Surat.
62	The Assistant Collector, S. P.	Do.
63	The District Deputy Collector, N. P.	Do.
64	The Treasury Officer	Do.
65	The Mamlatdar	Bulsar.
66	Do.	Pardi.
67	Do.	Jalalpore.
68	Do.	Chorasi-Surat.
69	Do.	Olpad.
70	Do.	Bardoli.
71	Do.	Mandvi.
72	The Mahalkari	Chikhli.
73	Do.	Valod.
74	The Dewan of Dangs	Ahwa Dangs (Surat).
75	The District Inspector, Land Records	Surat.
76	The City Survey Officer	Do.
77	Do.	Bulsar.
78	The Ciy Survey Officer, Rander	Rander.
79	The Collector, Thana	Thana.
80	The District Deputy Collector, Bhiwandi Prant ..	Do.
81	The District Deputy Collector, Dahanu Prant ..	Do.
82	The District Deputy Collector, Kalyan Prant ..	Do.
83	The Treasury Officer	Do.
84	The Mamlatdar	Kalyan.
85	Do.	Palghar.
86	Do.	Dahanu.
87	The Mahalkari	Vada.
88	The Mamlatdar	Bhiwandi.
89	Do.	Shahapur.
90	Do.	Murbad.
91	Do.	Bassein.
92	The Mahalkari	Umbergaon.
93	Do.	Thana.
94	Do.	Mokhada.
95	The District Inspector, Land Records	Thana.
96	The City Survey Officer	Do.
97	Do.	Kalyan.
98	Do.	Bassein.

BUDGET HEAD—"7, Land Revenue"—*contd.*

Indent Register No.	Designation.	Destination.
	Central Division.	
99	The Commissioner, C. D.	.. Poona.
100	The Director of Land Records ..	.. Do.
101	The Collector	.. Ahmednagar.
102	The Assistant Collector, N. D. ..	.. Do.
103	Do. S. D. ..	.. Do.
104	The Huzur Deputy Collector	.. Do.
105	The Mamlatdar	.. Parner.
106	The Mahalkari	.. Karjat.
107	The Mamlatdar	.. Shevgaon.
108	Do.	.. Newasa.
109	Do.	.. Kopargaon.
110	Do.	.. Ahmednagar.
111	Do.	.. Rahuri.
112	Do.	.. Shrigonda.
113	Do.	.. Sangamner.
114	Do.	.. Akola.
115	The Mahalkari	.. Jamkhed.
116	Do.	.. Pathardi.
117	The District Inspector, Land Records ..	.. Ahmednagar.
118	The Collector, E. K.	.. Jalgaon.
119	The Prant Officer, W. D., E. K. ..	.. Do.
120	Do. E. D., E. K. ..	.. Do.
121	The Treasury Officer, E. K.	.. Do.
122	The Mamlatdar	.. Bhusawal.
123	Do.	.. Yaval.
124	Do.	.. Jalgaon.
125	Do.	.. Parola.
126	Do.	.. Chalisgaon.
127	Do.	.. Pachora.
128	Do.	.. Jamner.
129	Do.	.. Chopda.
130	Do.	.. Erandol.
131	Do.	.. Amalner.
132	Do.	.. Raver.
133	The Mahalkari	.. Edlabad.
134	Do.	.. Bhadgaon.
135	The District Inspector, Land Records, E. K.	.. Jalgaon.
136	The Collector, W. K.	.. Dhulia.
137	The District Deputy Collector, W. D., W. K	.. Do.
138	The Assistant Collector, E. D., W. K. ..	.. Do.
139	The Huzur Mamlatdar, W. K. ..	.. Do.
140	The Mamlatdar	.. Do.
141	Do.	.. Shirpur.
142	Do.	.. Sindkheda.
143	Do.	.. Sakri.
144	Do.	.. Nandurbar.
145	Do.	.. Taloda.
146	The Mahalkari	.. Nawapur.
147	The Mamlatdar	.. Shahada.
148	The Mahalkari	.. Akrani.
149	The District Inspector, Land Records, W. K.	.. Dhulia.
150	The Collector	.. Nasik.
151	The Assistant Collector, Malegaon Prant ..	.. Do.
152	Do. Nasik Prant ..	.. Do.
153	The Treasury Officer	.. Do.
154	The Mamlatdar	.. Do.
155	Do.	.. Igatpuri
156	Do.	.. Dindori.
157	Do.	.. Niphad.

BUDGET HEAD—"7, Land Revenue"—*contd.*

Indent Register No.	Designation.	Destination.
	Central Division—contd.	
158	The Mahalkari	.. Chandor.
159	The Mamlatdar	.. Yeola.
160	Do.	.. Malegaon.
161	Do.	.. Nandgaon.
162	Do.	.. Baglan.
163	Do.	.. Kalwan.
164	The Mahalkari	.. Peint.
165	The Mamlatdar	.. Sinnar.
166	The District Inspector, Land Records ..	.. Nasik.
167	The Collector	.. Poona.
168	The District Deputy Collector, City Sub-Division	.. Do.
169	The District Deputy Collector, W. D. ..	.. Do.
170	The Assistant Collector, E. D. ..	.. Do.
171	The Huzur Mamlatdar	.. Do.
172	The Mamlatdar (The Mamlatdar, Haveli (176) will include the requirements of this office in his indent.	Poona City.
173	The Mamlatdar, Bhimthadi	.. Baramati.
174	Do. Purandhar	.. Saswad.
175	Do.	.. Indapur.
176	Do. Haveli	.. Poona.
177	Do.	.. Khed.
178	Do.	.. Junnar.
179	Do. Maval	.. Vadgaon.
180	The Mahalkari	.. Dhond.
181	Do. Mulshi	.. Paud.
182	Do. Ambegaon	.. Ghoda.
183	Do. Sirur	.. Ghodnadi.
184	The District Inspector, Land Records ..	.. Poona.
185	The Collector	.. Satara.
186	The Prant Officer, E. D. (The Assistant Collector, E. D.).	Do.
187	The District Deputy Collector, N. D. ..	.. Do.
188	The Assistant Collector, S. D. ..	.. Do.
189	The Treasury Officer	.. Do.
190	The Mamlatdar	.. Do.
191	Do.	.. Wai.
192	Do.	.. Koregaon.
193	Do.	.. Khatav.
194	The Mahalkari, Man	.. Dahiwadi.
195	The Mamlatdar, Khanapur	.. Vita.
196	The Mamlatdar	.. Tasgaon.
197	Do.	.. Walwa.
198	Do. and Magistrate, F. C. ..	.. Karad.
199	The Mamlatdar	.. Patan.
200	Do.	.. Javli.
201	The Mahalkari (office closed) ..	.. Khandala.
202	Do.	.. Shirala.
203	Do.	.. Mahableshwa
204	The District Inspector, Land Records ..	.. Satara.
205	The Collector	.. Sholapur.
206	The District Deputy Collector, Sholapur Sub-Division.	Do.
207	The District Deputy Collector, Pandharpur Sub-Division.	Do.
208	The District Deputy Collector, Sholapur Division ..	Do.
209	The Treasury Officer	.. Do.
210	The Mamlatdar	.. Do.
211	Do.	.. Barsi.
212	Do.	.. Madha.
213	Do.	.. Karmala.

BUDGET HEAD—"7, Land Revenue"—*contd.*

Indent Register No.	Designation.	Destination.
	Central Division—concld.	
214	The Mamlatdar	.. Pandharpur.
215	Do.	.. Sangola.
216	Do.	.. Malsiras.
217	The District Inspector, Land Records ..	.. Sholapur.
	Southern Division.	
218	The Commissioner, S. D.	.. Belgaum.
219	The Collector	.. Do.
220	The Sub-Divisional Magistrate, F. C. (The Prant Officer, S. D., Belgaum).	Do.
221	The Assistant Collector, N. D. ..	.. Do.
222	The Huzur Mamlatdar and Treasury Officer	.. Do.
223	The Mamlatdar	.. Do.
224	Do.	.. Khanapur.
225	Do. Sampgaon	.. Bail-Hongal.
226	Do.	.. Parasgad.
227	Do.	.. Athni.
228	Do.	.. Chikodi.
229	Do.	.. Gokak.
230	Do.	.. Hukeri.
231	The Mahalkari	.. Chandgad.
232	Do.	.. Murgod (amalgamated with Parasgad (226).
233	The District Inspector, Land Records ..	.. Belgaum.
234	The Collector	.. Bijapur.
235	The Assistant Collector, N. D. ..	.. Do.
236	Do. S. D. ..	.. Do.
237	The Treasury Officer	.. Do.
238	The Mamlatdar	.. Indi.
239	Do.	.. Sindgi.
240	Do.	.. Muddebihal.
241	Do.	.. Bagewadi.
242	Do.	.. Bijapur.
243	Do.	.. Badami.
244	Do.	.. Bagalkot.
245	Do.	.. Hungund.
246	The Mahalkari	.. Bilgi.
247	The District Inspector, Land Records ..	.. Bijapur.
248	The Collector	.. Dharwar.
249	The District Deputy Collector, I Dn. ..	.. Do.
250	The Assistant Collector, II Dn. ..	.. Do.
251	The District Deputy Collector, III Dn. ..	.. Do.
252	The Huzur Mamlatdar and Treasury Officer	.. Do.
253	The Mamlatdar	.. Hubli.
254	Do.	.. Kalghatgi.
255	Do.	.. Dharwar.
256	Do.	.. Bankapur (Shiggaon).
257	Do.	.. Karajgi (Haveri).
258	Do.	.. Ranebennur.
259	Do.	.. Hangal.
260	Do. Kod	.. Hirekerur.
261	Do.	.. Gadag.
262	Do.	.. Navalgund.
263	Do.	.. Ron.
264	The Mahalkari	.. Mundargi.
265	Do.	.. Nargund.
266	The District Inspector, Land Records ..	.. Dharwar.

BUDGET HEAD—"7, Land Revenue"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
267	The Collector, N. Kanara	.. Karwar.
268	The Assistant Collector, Karwar Dn. ..	.. Do.
269	The District Deputy Collector, Sirsi Division ..	.. Do.
270	The Treasury Officer, Kanara	.. Do.
271	The Mamlatdar	.. Ankola.
272	Do.	.. Yellapur.
273	Do.	.. Haliyal.
274	Do.	.. Sirsi.
275	Do.	.. Kumta.
276	Do.	.. Honavar.
277	Do.	.. Siddapur.
278	Do.	.. Supa.
279	The Mahalkari	.. Mundgod.
280	Do.	.. Bhatkal.
281	Do.	.. Karwar.
282	The District Inspector, Land Records, Kanara ..	.. Alibag.
283	The Collector, Kolaba	.. Do. (abolished).
284	The Assistant Collector, Kolaba, N. D. ..	.. Do.
285	The District Deputy Collector, S. D. ..	.. Do. (abolished).
286	The Huzur Mamlatdar, Kolaba ..	.. Do.
287	The Mamlatdar	.. Roha.
288	Do.	.. Mangaon.
289	Do.	.. Mahad.
290	Do.	.. Pen.
291	Do.	.. Panvel.
292	Do.	.. Karjat.
293	Do.	.. Uran.
294	The Mahalkari	.. Khalapur (abolished).
295	Do.	
296	The District Inspector, Land Records, Kolaba	.. Alibag.
297	The Collector	.. Ratnagiri.
298	The District Deputy Collector, N. D. ..	.. Do.
299	Do. S. D. ..	.. Do.
300	The Treasury Officer	.. Do.
301	The Mamlatdar	.. Chiplun.
302	Do.	.. Dapoli.
303	Do.	.. Khed.
304	Do.	.. Sangameshwar.
305	Do.	.. Ratnagiri.
306	Do.	.. Rajapur.
307	Do.	.. Deogad.
308	Do.	.. Malvan.
309	The Mahalkari	.. Mandangad.
310	Do.	.. Guhagar.
311	Do.	.. Vengurla.
312	The District Inspector, Land Records ..	.. Ratnagiri.
313 to 366	Are Sind Officers and they are registered and transferred to Chargeable Indent Register.	
367	The Superintendent, Land Records ..	.. Poona.
368	Do. do. N. C.	.. Ahmedabad.
369	Do. do. S. D.	.. Belgaum.
370	(Sind Officer).	
371	(*See* indent register No. 389).	
372	The Head Surveyor, C. D., Field Party ..	.. Poona (no such office).
373	The Prant Officer, B. S. D. ..	.. Bandra.
374	The Special Land Acquisition Officer ..	.. Poona.
375	The Special Mahalkari	.. Surbhon (offic closed).

BUDGET HEAD—" 7, Land Revenue "—*concld.*

Indent Register No.	Designation.	Destination.
376	The Special Enquiry Officer, City Survey	.. Ahmednagar (office closed).
377	(Sind Officer).	
378	The Special Mahalkari	.. Kadod (office closed).
379	The District Inspector, Land Records, B. S. D.	.. Andheri.
380	The Survey Mamlatdar ..	.. Karwar.
381	(Sind Officer).	
382	Do.	
383 to 385	Blank.	
386 to 393	Sind Officers and transferred to Chargeable Indent Register.	
394	The Special Land Officer	.. Poona.
395	The City Survey Officer ..	.. Nadiad.
396	Do.	.. Godhra.
397	The Revenue Officer on Special Duty for Bardoli	.. Surat (office closed).
398	The Special Magistrate, F. C. ..	.. Nasik.
399	(Duplicate *See* indent register No. 15).	
400	The City Survey Officer, Umreth ..	.. Umreth.

(Please see Indent Register Nos. 1801 to 1900 under this Budget Head.)

BUDGET HEAD—" 27, Administration of Justice ".

Indent Register No.	Designation.	Destination.
	Judicial Department, Bombay.	
401	The Remembrancer of Legal Affairs	Bombay.
402	The Chief Presidency Magistrate	Do.
403	The Prothonotary and Senior Master, H. M.'s High Court.	Do.
404	The Registrar, High Court, Appellate Side ..	Do.
405	The Registrar, Court of Small Causes	Do.
406	The Solicitor to Government and Public Prosecutor and Insolvency Registrar, High Court.	Do.
407	The Chief Clerk, Insolvent Debtors, H. M.'s High Court.	Do.
408	The Master and Registrar in Equity, H. M.'s High Court and Commissioner for taking Accounts.	Do.
409	The Clerk of the Crown, High Court	Do.
410	The Advocate General do.	Do.
411	The Government Pleader do.	Do.
412	The Chief Translator and Interpreter, High Court ..	Do.
413	The Coroner of Bombay	Do.
414	The Sheriff of Bombay	Do.
	Northern Division.	
415	The District and Sessions Judge	Ahmedabad.
416	The Joint Judge	Do.
417	The Assistant and Additional Sessions Judge ..	Do.
418	The Registrar, Court of Small Causes	Do.

BUDGET HEAD.—"27, Administration of Justice".—*contd.*

Indent Register No.	Designation.	Destination.
	Northern Division—contd.	
419	The Judge, Small Causes Court and ex-Officio Commissioner or workmen's Compensation (F. C. Sub-Judges Court).	Ahmedabad.
420	The District Government Pleader	Do.
421	The City Magistrate and Additional District Magistrate.	Do.
422	The Honorary Magistrate, First Class	Do.
423	The Stipendiary Magistrate, Municipality ..	Do.
424	The Additional City Magistrate	Do.
425	The Subordinate Judge	Dhandhuka.
426	Do.	Dholka.
427	Do.	Viramgam.
428	Do. (No court at Sanand) ..	Sanand.
429	Do. (No such office) ..	West Ahmedabad, Dholera.
430	The First Class Magistrate	Patdi.
431	The Special II Class Magistrate, Ranpur Dn. ..	Ranpur.
432	The District and Sessions Judge, Kaira ..	Nadiad.
433	The Subordinate Judge	Kaira.
434	The Judge, Small Causes Court	Nadiad.
435	The First Class Sub-Judge	Do.
436	The Subordinate Judge	Umreth.
437	Do.	Borsad.
438	Do.	Kapadwanj.
439	The Sub-Judge and Ex-Officio Commissioner for Workmen's Compensation	Godhra.
440	The Second Class Subordinate Judge	Dohad.
441	The Resident Magistrate, F. C.	Nadiad.
442	The Additional District Government Pleader, Broach and Panchmahals.	Godhra.
443	The District Government Pleader and Public Prosecutor, Kaira District.	Nadiad.
444	The District Judge, Broach and Panch Mahals ..	Broach.
445	The First Class Sub-Judge	Do.
446	The Second Class Sub-Judge	Ankleshwar.
447	The Subordinate Judge	Jambusar.
448	Do.	Vagra.
449	The District Government Pleader	Broach.
450	The District Judge	Surat.
451	The Judge, Small Causes Court	Do. (office closed).
452	The First Class Sub-Judge	Do.
453	The District Government Pleader	Do.
454	The Second Class Sub-Judge, Olpad	Olpad.
455	The Subordinate Judge	Bulsar.
456	The Chairman, Bench of Magistrates, III Class ..	Rander.
	Central Division.	
457	The District Judge	Thana.
458	The First Class Sub-Judge and Ex-Officio Commissioner or Workmen's Compensation.	Do.
459	The District Government Pleader, Kolaba ..	Do.
460	The Sub-Judge	Bassein.
461	Do.	Kalyan.
462	Do.	Dahanu.
463	Do.	Bhiwandi.
464	Do.	Murbad.

BUDGET HEAD.—"27, Administration of Justice"—*contd.*

Indent Register No.	Designation.	Destination.
	Central Division—contd.	
465	The Resident Magistrate, First Class ..	.. Kurla.
466	Do. do.	.. Kalyan.
467	The President, Hon. Bench of Magistrates	.. Do.
468	The District and Sessions Judge ..	.. Ahmednagar.
469	The First Class Sub-Judge ..	.. Do.
470	The Subordinate Judge	.. Sangamner.
471	Do.	.. Kopargaon.
472	Do.	.. Rahuri.
473	Do.	.. Newasa.
474	Do.	.. Shevgaon.
475	Do.	.. Karjat.
476	The Subordinate Judge	.. Parner.
477	The District Government Pleader ..	.. Ahmednagar.
478	The Subordinate Judge	.. Jamkhed.
479	The Hon. Magistrate, First Class ..	.. Ahmednagar.
480	The Honorary Magistrate, III Class ..	.. Do.
481	The District and Sessions Judge, E. K. ..	.. Jalgaon.
482	The Subordinate Judge	.. Do.
483	Do.	.. Bhusawal.
484	Do.	.. Yawal.
485	Do.	.. Erandol.
486	Do.	.. Amalner.
487	Do.	.. Chalisgaon.
488	The District Govt. Pleader, E. K. ..	.. Jalgaon.
489	The First Class Magistrate ..	.. Do.
490	The District and Sessions Judge, W. K. ..	.. Dhulia.
491	The First Class Sub-Judge and Ex-Officio Commissioner for Workmen's Compensation.	Do.
492	The Subordinate Judge	.. Shirpur.
493	Do.	.. Nandurbar.
494	The District Govt. Pleader, W. K. ..	.. Dhulia.
495	The First Class Magistrate (office closed)	.. Do.
496	The Chairman, Bench Magistrate (do.)	.. Dhulia City.
497	The District and Sessions Judge ..	.. Nasik.
498	The First Class Sub-Judge	.. Do.
499	The Subordinate Judge	.. Malegaon.
500	Do.	.. Yeola.
501	Do.	.. Sinnar.
502	Do.	.. Satana.
503	Do.	.. Pimpalgaon.
504	The First Class Magistrate	.. Nasik City.
505	The Honorary Magistrate	.. Vinchur.
506	(*See* No. 517).	
507	The Chairman, Bench of Honorary Magistrates	.. Nasik.
508	The District Judge	.. Poona.
509	The Registrar, Small Causes Court ..	.. Do.
510	The First Class Sub-Judge	.. Do.
511	The Subordinate Judge	.. Baramati.
512	Do.	.. Saswad.
513	Do.	.. Junnar.
514	Do.	.. Khed.
515	Do.	.. Vadgaon.
516	Do.	.. Ghodnadi Talegaon (Dhamdhera).
517	The First Class Sub-Judge	.. Malegaon Budruk.
518	The District Government Pleader. ..	.. Poona.
519	The Honorary Magistrate, First Class ..	.. Do.
520	The President and Magistrate, F. C., B. Branch, Section I.	Do.

BUDGET HEAD—"27, Administration of Justice"—*contd.*

Indent Register No.	Designation.	Destination.
	Central Division—concld.	
521	The City Magistrate, F. C.	Poona.
522	The Special Magistrate, F. C.	Do.
523	The District and Sessions Judge	Satara.
524	The First Class Sub-Judge	Do.
525	The Subordinate Judge	Islampur.
526	Do.	Koregaon.
527	Do.	Wai.
528	Do.	Rahimatpur.
529	Do.	Karad.
530	Do.	Patan.
531	Do.	Dahiwadi.
532	Do.	Tasgaon.
533	Do.	Vita.
534	The District Government Pleader	Satara.
535	The Chairman, Bench of Magistrates, II Class	Panchgani (office closed).
536	The Chairman, Bench of Magistrates, F. C.	Satara.
537	The Resident Magistrate, F. C.	Karad.
538	The Superintendent	Mahableshwar.
539	The District and Sessions Judge	Sholapur.
540	The First Class Sub-Judge	Do.
541	The Subordinate Judge	Barsi.
542	Do.	Malsiras.
543	Do.	Sangola.
544	Do.	Akluj.
545	Do.	Pandharpur.
546	Do.	Karmala.
547	Do.	Madha.
548	The District Government Pleader	Sholapur.
549	The City Magistrate, F. C.	Do.
550	The Chairman, Bench of Magistrates, II Class	Pandharpur.
	Southern Division.	
551	The District Judge	Belgaum.
552	The First Class Sub-Judge	Do.
553	The Subordinate Judge	Chikodi.
554	Do.	Athni.
555	Do.	Gokak.
556	Do.	Hukeri.
557	The Sub-Judge and First Class Magistrate	Bailhongal.
558	The Second Class Sub-Judge	Vantmuri.
559	The District Government Pleader	Belgaum.
560	The City Magistrate	Do.
561	The District Judge	Bijapur.
562	The First Class Sub-Judge	Do.
563	The Subordinate Judge, Bagalkot	Bagalkot.
564	Do. do.	Muddebihal.
565	The District Government Pleader	Bijapur.
566	The District and Sessions Judge	Dharwar.
567	The First Class Sub-Judge and Ex-Officio Commissioner for Workmen's Compensation.	Do.
568	The Subordinate Judge	Hubli.
569	Do.	Gadag.
570	Do.	Haveri.
571	The District Government Pleader	Dharwar.
572	The Chairman, Bench of Magistrates, S. C.	Gadag.
573	Do. do.	Guledgudd (Bench closed).
574	The Bench Magistrate	Byadgi.

BUDGET HEAD—"27, Administration of Justice"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
575	The Resident Magistrate, F. C.	Hubli.
576	The District Judge, Kanara	Karwar.
577	The First Class Sub-Judge	Do.
578	The Subordinate Judge	Kumta.
579	Do.	Honawar.
580	Do.	Sirsi.
581	The District Government Pleader, Kanara	Karwar.
582	The Sub-Judge and Ex-Officio Commissioner for Workmen's Compensation	Alibag.
583	The Subordinate Judge, Roha	Roha.
584	Do.	Mahad.
585	Do.	Pen.
586	Do.	Panvel.
587	The Superintendent, Matheran	Matheran (office closed).
588	The District Judge	Ratnagiri.
589	The First Class Sub-Judge	Do.
590	The Subordinate Judge	Chiplun.
591	Do.	Dapoli.
592	The Sub-Judge and First Class Magistrate	Deorukh.
593	The Subordinate Judge	Rajapur.
594	Do.	Devgad.
595	Do.	Vengurla.
596	Do.	Malvan.
597	The District Government Pleader.	Ratnagiri.
598 to 626	Are Sind Officers and are transferred to Chargeable Indent Register.	
627	The Honorary Magistrate, III Class	Sanad.
628	The Resident Magistrate, First Class	Borsad.
629	The Additional City Magistrate	Poona.
630	The City Magistrate, First Class	Ahmednagar.
631	The Joint First Class Sub-Judge	Ahmedabad.
632	The Joint Second Class Sub-Judge	Do.
633	The Subordinate Judge, Second Class	Do.
634	The III Joint Sub-Judge	Do.
635	The City Magistrate, Surat	Surat.
636	(Blank)	
637	(Sind Officer)	
638	The Honorary First Class Cantonment Magistrate	Belgaum Cantonment.
639	The Joint Sub-Judge	Nadiad.
640	The Subordinate Judge	Andheri.
641	(Blank).	
642	(Sind Officer)	
643	The Resident Magistrate, First Class	Manmad.
644	(Blank).	
645 and 646	(Sind Officers).	
647	(Blank).	
648	The Chairman, Bench Magistrate, First Class and Second Class.	Belgaum.
649	The Special Magistrate, First Class	Ahmedabad, Dholka.
650	The Honorary Magistrate, First Class	Amod.
651	(Blank)	
652	(Sind Officer)	
653	The First Class Sub-Judge	Nadiad.
654	The First Class Magistrate	Malwan.

BUDGET HEAD—"27, Administration of Justice"—*concld.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
655	(See No. 207).	
656	The City Magistrate, First Class ..	.. Ratnagiri.
657	The Special Magistrate, First Class ..	.. Sholapur City.
658	The Bench Magistrate, Second Class ..	.. Sholapur.
659	(See No. 303).	
660	(See No. 212).	
661	The Magistrate, Second Class ..	.. Sholapur City.
662	Do. First Class ..	.. Bulsar.
663	The Sub-Divisional Magistrate, First Class	.. Ratnagiri.
664	(See No. 418).	
665	The Chairman, Bench of Honorary Magistrates, Second Class.	Andheri.
666	The Honorary Magistrate, Second Class ..	.. Broach.
667	Do. do. ..	.. Dholka.
668	The Chairman, 'A' Bench of Magistrates, First Class.	Dharwar.
669	(Blank).	
670	(See No. 220).	
671	The Honorary Magistrate, First Class ..	.. Bandra.
672	Do. do. ..	.. Surat.
673	Do. do. ..	.. Satara City.
674	The Chairman, Bench of Magistrates, Second Class	.. Karad.
675	The Sub-Divisional Magistrate, First Class	.. Broach.
676	The Chairman, Bench of Magistrates, Second Class	.. Thana.
677	The Court Receiver and Liquidator, High Court	.. Bombay.
678	The Honorary Magistrate, First Class ..	.. Nadiad.
679	The City Magistrate, First Class ..	.. Bandra.
680	The Special Magistrate, First Class ..	.. Ahmedabad.
681	(Amalgamated with 430).	
682	(Sind Officer).	
683	The Taxing Master, High Court ..	.. Bombay.
684	The Special Magistrate, First Class (blank)	.. Jalgaon.
685 and 686	(Blank).	
687	(Sind Officer).	
688	The Sub-Divisional Magistrate ..	.. Thana.
689	The Chairman, Bench of Magistrates, Second Class	.. Bijapur.
690	The President, Bench of Magistrates, do.	.. Kalyan.
691	The Bench Magistrate, do.	.. Chinchani.
692	The Cantonment Magistrate, First Class ..	.. Kirkee.
693	The President, Bench of Magistrates, Second Class	.. Palghar.
694	The Honorary Magistrate, Second Class ..	.. Muddebihal.
695	The Honorary Special Magistrate ..	.. Godhra.
696	The Chairman, Bench of Magistrates, Second Class	.. Jalgaon (closed)
697	The Magistrate, Second Class	.. Ankleshwar.
698	The Sub-Divisional Magistrate, First Class	.. Bijapur.
699	(See No. 168).	
700	The Special Magistrate, First Class, City Municipality.	Poona City.

(Please see Indent Register Nos. 2000 to 2100 under this Budget Head).

BUDGET HEAD—"29, Police".

Indent Register No.	Designation.	Destination.
	Police Department, Bombay.	
701	The Commissioner of Police, Bombay ..	.. Bombay.
702	The Superintendent of Police, B. B. & C. I. Railway	.. Churchgate, Bombay.
703	The District Superintendent of Police, B. S. D.	.. Bandra.

BUDGET HEAD—"29, Police"—*contd.*

Indent Register No.	Designation.	Destination.
	Northern Division.	
704	The Deputy Inspector General of Police, N. R.	Ahmedabad.
705	The District Superintendent of Police	Do.
706	Do. do.	Kaira.
707	Do. Broach and Panch Mahals	Broach.
708	(Amalgamated with 707).	
709	The District Superintendent of Police	Surat.
710	Do. do.	Thana.
	Central Division.	
711	The Inspector General of Police, B. P.	Poona.
712	The Deputy Inspector General of Police, C.I.D., B.P.	Do.
712	The Deputy Inspector General of Police, C.I.D., B.P.	Do.
713	The District Superintendent of Police	Do.
714	The Superintendent of Bombay Railway Police, G. I. P. & M. & S. M. Railways.	Do.
715	The District Superintendent of Police	Ahmednagar.
716	Do. do. E. K.	Jalgaon.
717	Do. do. W. K.	Dhulia.
718	Do. do.	Nasik.
719	The Principal, Police Training School	Do.
720	The District Superintendent of Police	Satara.
721	Do. do	Sholapur.
	Southern Division.	
722	The Deputy Inspector General of Police, S. R.	Belgaum.
723	The District Superintendent of Police	Do.
724	Do. do.	Bijapur.
725	Do. do.	Dharwar.
726	Do. do. Kanara	Karwar.
727	Do. do. Kolaba	Alibag.
728	Do. do.	Ratnagiri.
729 to 740	(Are Sind Officers and are transferred to Chargeable Indent Register).	
741	The District Superintendent of Police	Aden.
742	(Abolished).	
743	(Sind Officer).	
744	The Additional Superintendent of Police, Broach and Panch Mahals.	Godhra.
745	The Officer I/c Parole Camp	Satara.
746	The Additional District Superintendent of Police.	Ahmedabad.
747 to 750	(Blank Nos.).	

BUDGET HEAD—"11, Registration".

Indent Register No.	Designation.	Destination.
	Registration Department, Bombay.	
751	The Sub-Registrar, Bombay	Bombay.
752	The District Registrar, B. S. D.	Bandra.
753	Do.	Ahmedabad.
754	Do.	Kaira.

BUDGET HEAD—" 11, Registration "—*contd.*

Indent Register No.	Designation.	Destination.
	Registration Department, Bombay—contd.	
755	The District Registrar, Panch Mahals ..	.. Godhra.
756	Do. do. ..	.. Broach.
757	Do. do. ..	.. Surat.
758	Do. do. ..	.. Thana.
759	The Inspector of Registration, I Division ..	.. Surat.
	Central Division.	
760	The Inspector General of Registration, B. P.	.. Poona.
761	The District Registrar	.. Do.
762	The Inspector of Registration, III Division	.. Do.
763	The District Registrar	.. Ahmednagar.
764	Do. E. K.	.. Jalgaon.
765	Do. W. K. ..	.. Thulia.
766	Do.	.. Nasik.
767	Do.	.. Satara.
768	Do.	.. Sholapur.
	Southern Division.	
769	The District Registrar	.. Belgaum.
770	Do.	.. Bijapur.
771	The Inspector of Registration, IV Division	.. Dharwar.
772	The District Registrar	.. Do.
773	Do. Kanara ..	.. Karwar.
774	Do. Kolaba ..	.. Alibag.
775	Do.	.. Ratnagiri.
776 to 784	(Are Sind Officers and are transferred to Chargeable Indent Register).	
785	The District Registrar	.. Aden.
786	The Inspector of Registration, II Division	.. Nasik.
787	(Sind Officer).	
788	The Superintendent, Government Photo-Registry and Photographic Expert to Government of Bombay, Poona.	Poona.
789	The Registrar General of Births, Deaths and Marriages.	Do.
790	(Blank).	

BUDGET HEAD—" 50, Civil Works ".

Indent Register No.	Designation.	Destination.
	Public Works Department, Bombay.	
791	The Superintending Engineer, N. D. ..	.. Bombay.
792	(Abolished).	
793	The Executive Engineer, P. W. D., Presidency Division.	Do.
	Northern Division.	
794	The Executive Engineer, P. W. D., Ahmedabad Division.	Ahmedabad.
795	The Executive Engineer, Gujarat Irrigation Division ..	Do.

BUDGET HEAD—"50, Civil Works"—*contd.*

Indent Register No.	Designation.	Destination.
	Northern Division—contd.	
796	The Executive Engineer, Kaira and Panch Mahals	Kaira.
797	(No such office).	
798	The Executive Engineer, Surat and Broach Division	Surat.
799	Do. Thana Division	Thana.
	Central Division.	
800	The Executive Engineer, Ahmednagar Division	Ahmednagar.
801	(Amalgamated with 806).	
802	(Abolished).	
803	(Amalgamated with 804).	
804	The Executive Engineer, Khandesh Division	Dhulia.
805	Do. Nasik Division	Nasik.
806	Do. Nasik Irrigation Division	Nasik City.
807	(Abolished).	
808	(Do.).	
809	(See No. 898).	
810	(Amalgamated with 816).	
811	The Superintending Engineer, Deccan Irrigation Division.	Poona.
812	The Superintending Engineer, Central Circle	Do.
813	(See No. 1116).	
814	(Amalgamated with 1116).	
815	(Do. 817)	
816	(Abolished).	
817	(Do.)	
818	(Do.)	
819	(Amalgamated with 809).	
820	The Executive Engineer, Poona Division	Poona.
821	(Amalgamated with 898).	
822	(Abolished).	
823	(See 1113).	
824	The Executive Engineer, P. W. D.	Satara.
825	(Abolished).	
826	The Executive Engineer, Sholapur	Sholapur.
827	Do. Nira Canals Division	Poona.
	Southern Division.	
828	The Superintending Engineer, Southern Circle	Belgaum.
829	The Executive Engineer	Do.
830	Do.	Bijapur.
831	Do.	Dharwar.
832	Do. Irrigation Division	Do.
833	(See No. 940).	
834	The Executive Engineer, Kanara Division	Karwar.
835	(Amalgamated with 799).	
836	The Executive Engineer, P. W. D.	Ratnagiri.
837 to 854	(Are Sind Officers and are transferred to Chargeable Indent Register)	
855	The Electrical Engineer to Government, P. W. D.	Bombay.
856	(Abolished).	
857	The Superintendent, Archæological Survey, Western Circle.	Poona.
858	(See No. 1114).	
859	(See No. 1099).	
860	(Abolished).	
861	The Executive Engineer, Electrical Division, P.W.D.	Bombay.

BUDGET HEAD—" 50, Civil Works "—*concld.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
862	The Superintending Engineer on Special Duty, Bombay Government.	Simla.
863	(See No. 1853).	
864	(Closed).	
865 to 897	(Are Sind Officers and are transferred to Chargeable Indent Register).	
898	The Executive Engineer, Poona Irrigation Research Division, Central Offices.	Poona.
899	(Sind Officer).	
900	The Director, Central Irrigation Hydrodynamic Research Station (registered under Chargeable).	Poona.
900A	The Officer on Special Duty, Minor Irrigation Works, S. C.	Belgaum (abolished).

(Please see Indent Register Nos 2101 to 2126 under this Budget Head).

BUDGET HEAD—" 10, Forest ".

Indent Register No.	Designation.	Destination.
	Forest Department.	
901	The Divisional Forest Officer	Surat.
902	Do. do. Panch Mahals ..	Godhra.
903	Do. do. West Thana ..	Thana.
	Central Division.	
904	The Conservator of Forests, N. C.	Nasik.
905	The Divisional Forest Officer, North Thana ..	Do.
906	Do. do. East Thana ..	Do.
907	Do. do. Working Plans, N. C. ..	Do.
908	Do. do. East Nasik ..	Do.
909	Do. do. South Nasik ..	Do.
910	Do. do. West Nasik ..	Do.
911	The Chief Conservator of Forests, Bombay Province ..	Poona.
912	The Conservator of Forests, C. C.	Do.
913	The Divisional Forest Officer	Do.
914	Do. do. Working Plans, C. C. and N. C.	Do.
915	Do. do. E. K.	Jalgaon.
916	Do. do. W. K.	Dhulia.
917	Do. do. N. K.	Do.
918	Do. do. Satara	Satara.
	Southern Division.	
919	The Conservator of Forests, S. C.	Belgaum
920	The Divisional Forest Officer, N. D., Kanara ..	Dharwar
921	Do. do. Working Plans, S. C. ..	Do.
922	Do. do. Dharwar-Bijapur Division.	Do.
923	Do. do. S. D.	Do.
924	The Divisional Forest Officer, Kolaba	Alibag.
925	Do. do. Western Division, Kanara ..	Karwar.
926	Do. do. Eastern Division, Kanara ..	Dharwar

BUDGET HEAD—"10, Forest"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
927	(Amalgamated with 925).	
928	(See No. 1840).	
929	(Amalgamated with 927).	
930	The Divisional Forest Officer	Belgaum.
931 to 938	(Are Sind Officers and registered under Chargeable Register).	
939	The Gurucharan Officer	Thana.
940	The Forest Engineer, B. P.	Belgaum.
941	Do. Kanara	Karwar.
942	(Sind Officer).	
943	The Sub-Divisional Forest Officer	Surat.
944	The Forest Utilization Officer, B. P.	Poona.
945	The Silviculturist, Bombay Province	Do.
946	The Sub-Divisional Forest Officer	Satara.
947	The Sub-Divisional Forest Officer	Dhulia.
948 to 950	Are blank numbers.	

BUDGET HEAD—"28, Jails and Convict Settlements".

Indent Register No.	Designation.	Destination.
	Jail Department, Bombay.	
951	The Superintendent, Arthur Road Prison ..	Bombay.
952	The Superintendent, H. M.'s House of Correction ..	Do.
	Northern Division.	
953	The Superintendent, Central Prison	Ahmedabad.
954	The Superintendent, Sub-Jail	Do.
955	The Superintendent, District Prison	Thana.
956	The Superintendent, Sub-Jail	Surat.
957	(Blank).	
958	The Superintendent, Sub-Jail	Godhra.
	Central Division.	
959	The Inspector General of Prisons, B. P.	Poona.
960	The Superintendent, Central Prison	Yeravda.
961	The Superintendent, District Prison	Dhulia.
962	The Superintendent, Central Prison	Nasik Road.
963	The Superintendent, Sub-Jail	Nasik.
964	Do.	Sholapur.
965	Do.	Jalgaon.
966	Do.	Satara.
	Southern Division.	
967	The Governor, Borstal School	Dharwar.
968	The Superintendent, Sub-Jail	Karwar.
969	The Superintendent, District Prison	Bijapur.

BUDGET HEAD—"28, Jails and Convict Settlements"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
970	The Superintendent, Sub-Jail ..	.. Belgaum.
971	Do.	.. Alibag.
972	Do.	.. Ahmednagar.
973	Do.	.. Ratnagiri.
974	The Superintendent, Central Prison ..	.. Belgaum.
975	The Backward Class Officer, Bombay Presidency	.. Poona.
976 to 981	(Are Sind Officers and registered in Chargeable Indent Register).	
982	The Superintendent, Sub-Jail	.. Aden (Central Officer).
983	(Sind Officer).	
984	The Assistant Backward Class Officer, N. C.	.. Poona.
985	The Superintendent, Sub-Jail ..	.. Malegaon.
986	The Manager, Criminal Tribes Settlement	.. Shiorajpur.
987	The Superintendent, Worli Temporary Prison	.. Bombay.
988	The Backward Class Officer, Presidency Construction Settlement.	Gherdi.
989	The Superintendent, Temporary Prison ..	.. Visapur.
990	The Manager, Criminal Tribes Settlement	.. Dohad.
991	The Superintendent, Sub-Jail ..	.. Poona.
992	The Inspector of Probation Camp ..	.. Bombay (Dharavi).
993	(Sind Officer).	
994	The Assistant Backward Class Officer, C. C.	.. Sholapur.
995	The Manager, Criminal Tribes Settlement	.. Ahmedabad.
996	The Assistant Backward Class Officer, N. C.	.. Ahmedabad.
997	The Superintendent, Free Colony, Udirgaon	.. Haregaon.
998	The Manager, Criminal Tribes Settlement	.. Dhulia.
999	The Superintendent, Industrial School	.. Yeravda, Poona, 6.

(Please see Indent Register Nos. 2200 to 2250 under this Budget Head).

BUDGET HEAD—"40, Agriculture".

Indent Register No.	Designation.	Destination.
	AGRICULTURAL DEPARTMENT.	
	Northern Division.	
1000	(Abolished).	
1001	The Superintendent, Agricultural Station	.. Surat.
1002	The Deputy Director of Agriculture, Gujarat	.. Do.
1003	The Cotton Superintendent ..	.. Do.
1004	The Cotton Breeder, South Gujarat ..	.. Do.
1005	(Closed).	
1006	The Superintendent, Agricultural Station	.. Dohad.
1007	The Manager, Northcote Cattle Farm ..	.. Chharodi (abolished).
1008	The Cotton Breeder, North Gujarat ..	.. Viramgam.
1009	(Abolished).	
1010	The Superintendent, Agricultural Station	.. Broach.
1011	The Agricultural Overseer, South Thana ..	.. Kalyan.
1012	The Rural Development Officer, North Thana	.. Palghar.
1013	The District Agricultural Officer, Kaira District	.. Nadiad.
1014	The Tobacco Breeder ..	.. Do.

BUDGET HEAD—"40, Agriculture"—*contd.*

Indent Register No.	Designation.	Destination.
	Central Division.	
1015	The Director of Agriculture, B. P.	Poona.
1016	The Deputy Director of Agriculture, S. C. D., B. P. ..	Do.
1017	The Principal, College of Agriculture	Do.
1018	The Agricultural Chemist to the Government of Bombay.	Do.
1019	The Economic Botanist to the Government of Bombay.	Do.
1020	The Professor of Agriculture	Do.
1021	The Deputy Director of Agriculture, C. D. ..	Do.
1022	The Superintendent, Agricultural College Farm ..	Do.
1023	The Agricultural Engineer to Government, B. P. ..	Do.
1024	The Plant Breeding Expert to Government ..	Do.
1025	The Horticulturist to Government, B. P... ..	Do.
1026	The Plant Pathologist to Government of Bombay ..	Do.
1027	The Professor of Agricultural Economics ..	Do.
1028	(Abolished).	
1029	The Crop Botanist to Government of Bombay ..	Karjat.
1030	The District Agricultural Overseer	Poona.
1031	The Soil Physicist to Government of Bombay, B. P...	Poona, Manjri Farm.
1032	The Manager, Agricultural College Dairy ..	Poona (Kirkee).
1033	(Amalgamated with No. 1092).	
1034	The Sugarcane Scientific Assistant	Manjri (Poona).
1035	The Divisional Superintendent of Agriculture ..	Baramati.
1036	(Abolished).	
1037	The Superintendent, Jalgaon Farm	Jalgaon.
1038	The Inspector of Agriculture, Khandesh Division ..	Dhulia (abolished).
1039	The Rural Development Inspector	Sholapur.
1040	The Superintendent, Kopargaon Farm	Kopargaon.
1041	The Cotton Breeder, Khandesh	Jalgaon.
1042	(See No. 1072).	
1043	(Abolished).	
	Southern Division.	
1044	The Divisional Inspector of Agriculture, S. D. ..	Dharwar.
1045	The Superintendent, Agricultural Station ..	Do.
1046	The Deputy Director of Agriculture, S. D. ..	Do.
1047	The Cotton Breeder, S. M. C.	Do.
1048	The Cotton Superintendent, S. M. C.	Do.
1049	The Superintendent, Government Farm	Gadag.
1050	The Rice Breeder	Mugad.
1051	The Manager, Cattle Breeding Farm	Bankapur (Dharwar).
1052 and 1053	(Closed).	
1054	The Rice Specialist	Karjat (Kolaba).
1055	The Deputy Director of Agriculture, Konkan ..	Ratnagiri.
1056	The Superintendent, Government Farm	Do.
1057	The Superintendent, Agricultural Station	Kumta.
1058	The Agricultural Overseer, Kanara	Do.
1059	The Superintendent, Government Farm	Arbhavi (Belgaum).
1060 to 1064	(Are Sind Officers and registered in Chargeable Register).	
1065	The Live Stock Expert to Government, B. P. ..	Poona.
1066	The Superintendent, Modibag, Agricultural College ..	Do.
1067	The Superintendent, Agricultural Station ..	Ratnagiri.

BUDGET HEAD—"40, Agriculture"—*concld.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
1068 and 1069	(Sind Officers.)	
1070	(Blank.)	
1071	The Superintendent, Ganeshkhind Fruit Experiment Station.	Kirkee.
1072	The Manager, Sangir Cattle Breeding Farm ..	Shirpur.
1073 to 1080	(Are Sind Officers and registered in Chargeable Indent Register).	
1081	The Divisional Agricultural Overseer	Belgaum.
1082	The Officer In-charge Agricultural College, Veterinary Hospital.	Poona.
1083 to 1091	(Are Sind Officers and registered in Chargeable Indent Register.)	
1092	The Principal, Agricultural Officer, Sugarcane Research Scheme.	Padegaon (Post Nira).
1093	The Inspector of Agriculture	Ahmedabad.
1094	(Blank.)	
1095	The District Agricultural Overseer ..	Ratnagiri.
1096	Do. do.	Mahad.
1097	(Sind Officer.)	
1098	(Blank.)	
1099	(*See* No. 1094—duplicate.)	
1100	(Sind Officer.)	

(Please see Indent Register Nos. 1901 to 1950 and 2127 to 2199 under this Budget Head.)

BUDGET HEAD—"39, Public Health—Provincial".

Indent Register No.	Designation.	Destination.
	Sanitary Department, Bombay.	
1101	The Superintendent of Vaccination ..	Bombay.
	Northern Division.	
1102	The Assistant Director of Public Health, Northern Registration District.	Ahmedabad.
	Central Division.	
1103	The Director of Public Health for the Government of Bombay.	Bombay.
1104	The Assistant Director of Public Health, C. R. D. ..	Poona.
1105	The Sanitary Engineer to the Government of Bombay	Do.
1106	(Closed.)	
1107	The Assistant Director of Public Health, Public Health Laboratory.	Do.
1108	The Assistant Director of Public Health, S. R. D. Incharge Vaccine Institute.	Belgaum.

BUDGET HEAD—"39, Public Health—Provincial"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division.	
1109	The Assistant Director of Public Health, S. R. L.	Belgaum.
1110	The Director of Vaccine Institute	Do.
1111	(Sind Officer.)	
1112	(*See* No. 1116.)	
1113	The Consulting Surveyor to the Government of Bombay.	Poona.
1114	The Assistant In-charge Town Planning and Valuation Department.	Ahmedabad.
1115	(Sind Officer.)	
1116	The Consulting Public Health Engineer to Government.	Poona.
1117	(Sind Officer.)	
1118	The Special Land Acquisition Officer for the City of Bombay and B. S. D.	Bombay.
1119	The Medical Officer of Health In-charge Health Unit.	Sirur (Poona).
1120	The Officer In-charge Plague Recrudescence Inquiry.	Barsi.
1121 to 1150	(Blank.)	

BUDGET HEAD—"8, Excise".

Indent Register No.	Designation.	Destination.
	Excise Department (Custom, Salt and Opium).	
1151	The Commissioner of Excise	Bombay.
1152	(Deleted.)	
1153	The Collector of Customs	Do.
1154	The Collector of Bombay Cotton and Excise Department.	Do.
1155	The Chief Account Officer of Excise	Do.
1156	The Superintendent of Excise	Do.
	Northern Division.	
1157	The Huzur Mamlatdar In-charge Abkari	Surat.
1158	The Superintendent of Excise, Surat Range ..	Do.
1159	Do. do. Surat Division ..	Do.
1160	The Superintendent of Distilleries, N. D.	Do.
1161	The Superintendent of Salt and Excise, S. D. ..	Do.
1162	The Excise Inspector	Chikhli.
1163	The Superintendent of Excise, Ahmedabad Division.	Ahmedabad.
1164	The Deputy Collector In-charge Abkari (The Huzur Mamlatdar, Ahmedabad, indents for this officer).	Do.
1165	The Warehouse Officer	Sirsi.
1166	The Inspector of Warehouses	Godhra.
	Central Division.	
1167	The Superintendent of Excise, Poona Division ..	Poona.
1168	Do. do. Khandesh Division ..	Jalgaon
1169	Do. do. Nasik Division ..	Nasik.
1170	The Assistant Collector, Goa Frontier	Castle Rock.

BUDGET HEAD—" 8, Excise "—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division.	
1171	The Assistant Collector of Salt and Excise, Castle Rock Sub-Division.	Castle Rock.
1172	The Assistant Collector of Salt Revenue, Ratnagiri-Kolaba.	Uran.
1173	The Superintendent of Salt and Excise, Ratnagiri Sub-Division.	Ratnagiri.
1174	The Superintendent of Excise, Ratnagiri Division. ..	Do.
1175	Do. do. Dharwar Dn. ..	Dharwar.
1176	Do. do. Belgaum Dn. ..	Belgaum.
1177	(Abolished.)	
1178	(Central Govt. Officer.)	
1179	The Excise Sub-Inspector	Muddebihal.
1180	Do. do.	Guledgud.
1181	The Inspector of Warehouses, C. C.	Poona.
1182	(Abolished.)	
1183	The Inspector of Warehouses, N. C.	Surat.
1184	Do. do. S. C.	Belgaum.
1185	The Collector of Salt and Excise	Aden.
1186	The Superintendent of Excise, Thana Division ..	Thana.
1187	The Commissioner of Matches, Sugar and Excise, B. P.	Bombay. (Central Govt. Officer).
1188	The Superintendent of Excise In-charge Tobacco Department.	Bombay.
1189	The Chief Superviser, Prohibition Department ..	Ahmedabad.
	(Please see Indent Register Nos. 1951 to 1999 and 2301 under this Budget Head.)	

BUDGET HEAD—" 37, Education ".

Indent Register No.	Designation.	Destination.
	Educational Department, Bombay.	
1189A	The Inspectress of Girls' Schools, Bombay and N. D...	Bombay.
1190	The Deputy Educational Inspector, Urdu Schools, B. P.	Do.
1191	The Principal Elphinstone College	Do.
1192	The Director, Sir J. J. School of Art	Do.
1193	(*See* No. 1911.)	
1194	The Principal, Secondary Training College ..	Do.
1195	The Head Master, Elphinstone Middle School ..	Do.
1196	The Inspector of Drawing and Craft Works ..	Do.
1197	The Head Master, Elphinstone High School ..	Do.
1198	(Chargeable Officer.)	
1199	(Amalgamated with 1201.)	
1200	(*See* No. 1492.)	
1201	The Principal, Sydenham College of Commerce and Economics.	Do.
1202	The Principal, Government Law College	Do.
1203	(Abolished.)	
1204	The Head Master, Anjuman Islam High School ..	Do.
1205	The Lady Principal, Princess High School for Girls, Chowpaty.	Do.
1206	The Deputy Educationsl Inspector for Visual Instructions, B. P.	Do.
1207	The Educational Inspector, Bombay Dn. ..	Do.
1208	The Principal, Royal Institute of Science.. ..	Do.

BUDGET HEAD—"37, Education"—*contd.*

Indent Register No.	Designation.	Destination.
	Northern Division.	
1209	The Educational Inspector, N. D.	Ahmedabad.
1210	The Deputy Educational Inspector	Do.
1211	The Head Master, P. R. Training College for Men ..	Do.
1212	The Principal, R. C. Technical Institute ..	Do.
1213	The Lady Superintendent, Mahalaxmi Training College for Women.	Do.
1214	The Head Master, R. C. High School	Do.
1215	The Head Master, Government Middle School ..	Do.
1216	The Principal, Gujarat College	Do.
1217	(*See* No. 1490.)	
1218	The Deputy Educational Inspector, Urdu Schools, N. D.	Do.
1219	The Head Mistress, Government Girls' High School.	Do.
1220	The Head Master, Urdu Training School	Do.
1221	The Deputy Educational Inspector, S. D. ..	Surat.
1222	The Head Master, Sorabji J. J. Training College	Do.
1223	The Head Master, Government Middle School ..	Do.
1224	The Head Master, Government Training School ..	Do.
1225	(Closed.)	
1226	The Deputy Educational Inspector	Broach.
1227	The Head Master, R. S. Dalal High School ..	Do.
1228	The Deputy Educational Inspector, Kaira, S. D. ..	Nadiad.
1229	The Head Master, Government High School ..	Do.
1230	The Duputy Educational Inspector	Thana.
1231	The Head Master, B. J. High School	Do.
1232	The Head Mistress, A. M. Girls' School	Do.
1233	(Closed.)	
1234	The Head Master, Government Training School ..	Bordi.
1235	The Deputy Educational Inspector, Panchmahals ..	Godhra.
1236	The Head Master, Telang High School	Do.
1237	The Head Master, Agricultural School	Do.
	Central Division.	
1238	The Director of Public Instruction, B. P. ..	Poona.
1239	The Educational Inspector, C. D.	Do.
1240	The Inspector of Training Schools, B. P.	Do.
1241	The Inspector of European Schools, B. P. ..	Do.
1242	The Deputy Educational Inspector	Do.
1243	The Principal, Training College for Men	Do.
1244	The Principal, College of Engineering	Do.
1245	(Closed.)	
1246	The Head Master, Anglo Urdu High School ..	Do.
1247	(*See* No. 1493.)	
1248	The Inspectress of Urdu Girls' Schools, C. D. and B. D.	Do.
1249	The Deputy Educational Inspector for Urdu Schools, C. D.	Do.
1250	The Lady Superintendent, Training College for Women.	Do.
1251	(*See* No. 1912.)	
1252	The Head Master, Urdu Training School	Do.
1253	The Inspectress of Girls' Schools, C. D. and B. D. ..	Do.
1254	The Principal, Deccan College Research Institute ..	Yeravda.
1255	(*See* No. 999).	
1256	The Head Master, Basic Training Centre ..	Loni.
1257	The Deputy Educational Inspector	Satara.
1258	The Head Master, Government High School ..	Do.

BUDGET HEAD—"37, Education"—*contd.*

Indent Register No.	Designation.	Destination.
	Central Division—contd.	
1259	The Head Master, Government Training School ..	Satara.
1260	The Head Master, Boys' High School	Panchgani.
1261	The Deputy Educational Inspector	Sholapur.
1262	(Abolished.)	
1263	The Head Master, Northcote High School ..	Do.
1264	The Deputy Educational Inspector	Nasik.
1265	The Head Master, High School	Do.
1266	The Head Master, Training School	Do.
1267	The Head Mistress, A. V. Girls' High School ..	Do.
1268	The Deputy Educational Inspector	Ahmednagar.
1269	The Head Mistress, Government Girls' High School.	Do.
1270	The Deputy Educational Inspector, E. K. ..	Jalgaon.
1271	The Head Master, Garud S. High School ..	Do.
1272	The Head Master, Government Training School ..	Do.
1273	The Head Master, Government A. V. School ..	Erandol.
1274	The Deputy Educational Inspector, W. K. ..	Dhulia.
1275	The Head Master, Garud High School	Do.
1276	The Principal, Training College	Do.
1277	(*See* No. 1913.)	
	Southern Division.	
1278	The Educational Inspector, S. D.	Dharwar.
1279	The Deputy Educational Inspector	Do.
1280	The Deputy Educational Inspector for Urdu Schools, S. D.	Do.
1281	The Principal, Training College for Men	Do.
1282	The Lady Superintendent, Training College for Women.	Do.
1283	The Head Master, High School	Do.
1284	The Principal, Karnatak College	Do.
1285	The Head Master, Training School for Men ..	Do.
1286	(Amalgamated with 1282.)	
1287	(*See* No. 1914.)	
1288	The Head Master, Government A. U. High School.	Hubli.
1289	The Head Master, Training School for Boys ..	Do.
1290	The Deputy Educational Inspector	Belgaum.
1291	The Head Master, Sardar's High School ..	Do.
1292	The Deputy Educational Inspector	Karwar.
1293	The Head Master, Government High School ..	Do.
1294	The Deputy Educational Inspector	Bijapur.
1295	The Head Master, High School	Do.
1296	(Blank.)	
1297	The Deputy Educational Inspector	Ratnagiri.
1298	(Blank.)	
1299	The Head Master, Government Training School ..	Do.
1300	The Deputy Educational Inspector, Kolaba ..	Alibag.
1301 to 1307	(Are Sind Officers and transferred to Chargeable Indent Register.)	
1308	The Head Master, High School	Hyderabad (chargeable).
1309	(*See* No. 1491.)	
1310 to 1322	(Are Sind Officers and transferred to chargeable Indent Register.)	
1323	The Head Master, A. U. M. H. School	Nasik.

BUDGET HEAD—"37, Education"—*concld.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
1324	The Head Master, A. U. High School	Sholapur.
1325	The Head Mistress, A. K. Girls' School	Bijapur.
1326	The Superintendent, Government Backward Class Hostel.	Poona.
1327	(Amalgamated with 1256.)	
1328	The Principal, Ismail College	Andheri.
1329	The Head Mistress, A. U. Girls' High School ..	Poona.
1330	The Head Mistress, Urdu Training School for Women.	Do.
1331	The Secretary, The David Ssassoon Industrial and Reformatory School. (This is a chargeable Officer.)	Matunga.
1332	The Assistant Inspector of Schools	Ahmedabad.
1333	(Sind Officer.)	
1334	The Assistant Educational Inspector, B. D. ..	Poona.
1335	(Sind Officer.)	
1336	The Chairman, Board of Physical Education, Kaivalyadham.	Bombay 2.
1337	The Principal, Training Institute for Physical Education, Kandivali.	Bombay.
1338	The Special Officer for Basic Education	Poona.
1339	The Chairman, Provincial Board for Adult Education.	Do.
1340	The Principal, Secondary Teachers' Training College.	Belgaum.
1341	The Head Master, Basic Training Centre ..	Dharwar.
1342	Do. do.	Katargam (Surat).
1343	The Secretary, Board for Research in Kannada Literature.	Dharwar.
1344	The Head Master, Urdu Basic Training Centre ..	Jalgaon.
1345	The Part-time Principal, Government Apprentice Scheme, V. J. T. Institute.	Bombay.
1346	The Inspectress of Girls' Schools, N. D.	Ahmedabad.
1347	The Assistant Educational Inspector, N. D. ..	Do.
1348	The Deputy Educational Inspector	Nasik.
1349	The Assistant Educational Inspectress for Girls' Schools, S. D.	Dharwar.
1350	The Assistant Educational Inspector, S. D. ..	Do.
1351	The Head Mistress, A. K. Girls' High School ..	Do.
1352	The Secretary, Library Committee	Bombay (abolished).
1353	The Assistant Educational Inspector, C. D. ..	Poona.
1354	The Secretary, Committee of Direction for Technical & Industrial Training.	Bombay.
1355	The Lady Superintendent, Training College for Women.	Nasik.
1356	The Secretary, Provincial Board for Primary Education.	Poona.
1357	The Principal, Training College for Men ..	Ratnagiri.
1358	The Head Master, Government Central Urdu School.	Bordi.
1359	The Mamlatdar and Chairman of Removal of Mass Illiteracy Schools.	Ahmedabad.
1360	The Superintendent, School of Industry	Ratnagiri.
1361	The Principal, R. A. Podar College and Superintendent, M. A. P. Hospital.	Bombay.
1362	The Secretary, Board of Secondary Education ..	Poona.
1363 to 1400	Are blank numbers.	

BUDGET HEAD—"38, Medical".

Indent Register No.	Designation.	Destination.
	MEDICAL DEPARTMENT.	
	Bombay.	
1401	The Chemical Analyser to Government	Bombay.
1402	(Blank.)	
1403	The Lay Secretary, Sir C. J. Opthalmic Hospital ..	Do.
1404	The Lay Secretary, Cama & Albless Hospital ..	Do.
1405	The Police Surgeon, Northcote Police Hospital ..	Do.
1406	The Medical Officer, In-charge Byculla Central School Hospital (Chargeable Officer).	Do.
1407	The Medical Officer, In-charge H. M.'s R. I. M. Dock-yard Dispensary.	Do.
1408	The Medical Officer, In-charge The Governor's Establishment Dispensary.	Do.
1409	The Lay Secretary, J. J. Hospital	Do.
1410	The Lay Secretary, G. T. Hospital	Do.
1411	The Superintendent, St. George's Hospital ..	Do.
1412	The Lay Secretary, J. J. Hospital for Bai Motlibai and S. D. M. Petit Hospital.	Do.
1413	The Presidency Surgeon	Do.
1414	The Presidency Surgeon, II Dn.	Do.
1415	The Director of Haffkine Institute	Parel.
1416	The Certifying Surgeon for Town and Island of Bombay.	Bombay.
	Northern Division.	
1417	The Civil Surgeon	Ahmedabad.
1418	The Superintendent, Kagrapeth Leper Asylum ..	Do.
1419	The Civil Surgeon, In-charge Police Hospital ..	Do.
1420	The Superintendent, Mental Hospital	Do.
1421	(Abolished.)	
1422	The Civil Surgeon	Broach.
1423	Do.	Kaira.
1424	The Medical Officer, In-charge Civil Hospital ..	Godhra.
1425	The Civil Surgeon	Surat.
1426	The Medical Officer, In-charge Dispensary (Central Government Officer).	Ahwa (Dangs).
1427	The Civil Surgeon	Thana.
1428	The Superintendent, N. M. Mental Hospital ..	Do.
1429	The Surgeon General with the Government of Bombay.	Bombay.
1430	The Civil Surgeon	Poona.
1431	The Medical Officer, In-charge Roman Catholic Orphanage School Dispensary.	Do.
1432	The Medical Officer, In-charge K. B. P. S. Dispensary.	Do.
1433	The Superintendent, Central Hospital for Mental Diseases.	Yeravda.
1434	The Civil Surgeon	Ahmednagar.
1435	The Medical Officer, Pravara Canal Works ..	Do.
1436	(Abolished.).	
1437	The Civil Surgeon, East Khandesh	Jalgaon.
1438	The Civil Surgeon, West Khandesh	Dhulia.
1439	The Civil Surgeon	Nasik.
1440	The Medical Officer In-charge Police Training School Dispensary.	Do.
1441	The Civil Surgeon	Satara.
1442	Do.	Mahableshwar.
1443	Do.	Sholapur.
1444	Do.	Belgaum.
1445	Do.	Bijapur.
1446	(*See* No. 969.)	

BUDGET HEAD—"38, Medical"—*contd.*

Indent Register No.	Designation.	Destination.
	MEDICAL DEPARTMENT—*contd.*	
	Northern Division—contd.	
1447	The Civil Surgeon	Dharwar.
1448	The Superintendent, Mental Hospital ..	Do.
1449	The Medical Officer, In-charge Hospital ..	Dandeli (Kanara).
1450	The Civil Surgeon	Karwar.
1451	The Civil Surgeon, Kolaba	Alibag.
1452	The Civil Surgeon	Ratnagiri.
1453	The Superintendent, Mental Hospital ..	Do.
1454 to 1464	(Are Sind Officers and transferred to Chargeable Indent Register.)	
1465	The Medical Officer, European General Hospital (Central Government Officer).	Aden.
1466	The Medical Officer, B. J. Hospital (Chargeable Officer).	Matheran.
1467	The Medical Officer, In-charge Police Lines Dispensary.	Dharwar.
1468	The Medical Officer, In-charge Bechardas Dispensary..	Ahmedabad.
1469	The Medical Officer, In-charge Government Dispensary.	Peint.
1470	The Health Officer of the Port of Aden (Central Government Officer).	Aden.
1471	(*See* No. 1279.)	
1472	The Medical Officer, In-charge Government Dispensary (Chargeable Officer).	Monora (Karachi).
1473	The Medical Officer, Agricultural College Dispensary..	Poona.
1474	The Medical Officer, In-charge Government Agricultural College Dispensary.	Dhadgaon.
1475	The Health Officer of the Port (Central Government Officer).	Karachi
1476	The Medical Officer, Arthur Road Prison ..	Bombay.
1477	(Closed.)	
1478	The Medical Officer, In-charge Leper Asylum Dispensary.	Hindalgi (Belgaum).
1479	The Medical Officer, In-charge Canal Dispensary ..	Lonand (Satara).
1480	(*See* No. 1331.)	
1481	(Central Government Officer.)	
1482	The Medical Officer, Temporary Prison	Worli, Bombay.
1483	The Medical Officer, In-charge Dispensary (Central Government Officer).	Waghai.
1484	The Specialist in Veneral Diseases for Bombay Presidency.	Bombay.
1485	(Closed.)	
1486	The Medical Officer In-charge Dispensary ..	Khandala.
1487	(Sind Officer.)	
1488	The Medical Officer, In-charge Borstal School Hospital. (The indent of the Hospital is to be complied with the indent of the school.)	Dharwar.
1489	The Certifying Surgeon	Ahmedabad.
1490	The Superintendent, B. J. Medical School ..	Do.
1491	(Sind Officer.)	
1492	The Dean, Grant Medical College	Bombay.
1493	The Superintendent, B. J. Medical School ..	Poona.
1494	(Sind Officer.)	
1495	The Medical Officer, In-charge Government Dispensary.	Dhond (Baramati) Poona.

BUDGET HEAD—"38, Medical"*contd.*

Indent Register No.	Designation.	Destination.
	MEDICAL DEPARTMENT—*concld.*	
	Northern Division—contd.	
1496	The Epidemic Medical Officer	Jalgaon.
1497	Do.	Poona.
1498	Do.	Ahmednagar.
1499	The Special Leprosy Officer, Bombay Province ..	Bombay.
1500	The Medical Officer, In-charge Dispensary ..	Dhandhuka (Ahmedabad).
1501	The Epidemic Medical Officer	Nasik.
1502	Do.	Haliyal.
1503	Do.	Sholapur.
1504	The Residency Surgeon	Bushire.
1505	The Epidemic Medical Officer	Hungund.
1506	The Superintendent, Sir Currimbhoy Ebrahim Dental School and Hospital.	Bombay.
1507	The Epidemic Medical Officer	Belgaum.
1508	The Epidemic Medical Officer, Kanara	Karwar.
1509 to 1549	Are blank numbers.	

BUDGET HEAD—"Miscellaneous".

Indent Register No.	Designation.	Destination.
	MISCELLANEOUS DEPARTMENT.	
	Bombay.	
1550	The Assistant Secretary to Government, Legal Department.	Bombay.
1551	The Secretary to Government, Revenue Department..	Do.
1552	The Assistant Secretary to Government, Political and Services Department.	Do.
1553	The Assistant Secretary to Government, General and Educational Department.	Do.
1554	The Assistant Secretary to Government, Home Department.	Do.
1555	The Assistant Secretary to Government, Finance Department.	Do.
1556	The Assistant Secretary to Government, P. W. D. ..	Do.
1557	The Under Secretary to Government, Educational Department (amalgamated with No. 1553).	Do.
1558	The Personal Clerk to the Honourable the Finance Member.	Do.
1559	The Personal Assistant to the Minister for Education..	Do.
1560	The Personal Clerk to the Minister of Forest and Excise.	Do.
1561	The Personal Assistant to the Honourable Minister, Revenue and Finance Department.	Do.
1562	The Personal Clerk to the Chief Secretary, F. D. ..	Do.
1563	The Personal Assistant to the Honourable Minister Home and Legal Departments.	Do.
1564	The Personal Assistant to the Honourable Minister, Local Self Government.	Do.
1565	The Accountant General	Do.
1566	The Superintendent of Stamps	Do.
1567	The Public Relation Officer	Do.
1568	The Assistant Secretary to Government, Separate Department.	Do.

BUDGET HEAD—"Miscellaneous"—*contd.*

Indent Register No.	Designation.	Destination.
	MISCELLANEOUS DEPARTMENT—*contd.*	
	Bombay—contd.	
1569	The Record Keeper, Secretariat	Bombay.
1570	The Commissioner of Labour	Do.
1571	The Director of Industries.	Do.
1572	The Editor, Indian Law Reports, High Court ..	Do.
1573	The Secretary, Commissioner for Departmental Examinations.	Do.
1574	The Chief Inspector of Factories	Do.
1575	The Chief Inspector, Bombay Smoke Nuisances Commission.	Do.
1576	The Chief Inspector of Steam Boilers and Smoke Nuisances.	Do.
1577	The Oriental Translator to Government	Do.
1578	The Administrator General and Official Trustee ..	Do.
1579	The Presidency Inspector of Factories	Do.
1580	The Assistant Accountant General	Do.
1581	The Assistant Registrar, Co-operative Societies B. D., and Rural Development Officer.	Do.
1582	The Superintendent, Government Printing and Stationery.	Do.
1583	The Manager, Government Central Press ..	Do.
	Northern Division.	
1584	The Assistant Registrar, Co-operative Societies and Rural Development Officer, Northern Division.	Nadiad.
1585	The Assistant Settlement Officer	Chikhli.
1586	The Settlement Officer	Kaira.
1587	The Assistant Settlement Officer	Thana.
1588	The Manager, Criminal Tribes Settlement ..	Ambernath.
	Central Division.	
1589	The Director of Veterinary Services, Bombay Province	Poona.
1590	The Registrar, Co-operative Societies, Bombay Province.	Do.
1591	The Manager, Government Photozinco Press ..	Do.
1592	The Assistant Registrar, Co-operative Societies, Central Division.	Do.
1593	The Assistant Registrar, Co-operative Societies, Bombay Province.	Do.
1594	The Military Secretary to H. E. the Governor of Bombay. Bombay.	
1595	The Assistant Secretary, Governor's Secretary's Office, Government House.	Do.
1596	The Superintendent, Ganeshkhind Botanical Gardens.	Kirkee.
1597	The Manager, Baramati Settlement	Baramati.
1598	The Assistant, In-charge Town Planning and Valuation Department.	Sholapur.
1599	The Manager, Criminal Tribes Settlement ..	Do.
1600	The Superintendent, Free Colony	Hotgi.
1601	The Manager, Nira Project Settlement	Mahalung (P. O. Akluj).
1602	The Assistant Registrar, Co-operative Societies and Rural Development Officer, Khandesh Division.	Dhulia.
1603	The Settlement Officer, Akrani Mahal	Akrani Mahal (West Khandesh).
1604	The Assistant Settlement Officer	Nasik.
1605	(*See* No. 1607).	
1606	The Lady Superintendent, Settlement Schools ..	Bijapur.
1607	The Manager, Special Settlement	Do.
1608	The Manager, Bagalkot Settlement	Bagalkot.
1609	The Manager, Kerur Settlement	Kerur *via* Badami.
1610	The Manager, Indi Settlement	Indi.

BUDGET HEAD—"Miscellaneous"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division.	
1611	The Assistant Registrar, Co-operative Societies, Southern Division.	Dharwar.
1612	The Assistant Backward Class Officer, Southern Circle.	Do.
1613	The Manager, Dandeli Special Settlement ..	Dandeli.
1614	The Manager, Settlement	Hubli.
1615	The Manager, Criminal Tribes Settlement ..	Gadag.
1616	Do. do.	Khanapur.
1617	The Manager, Gokak Settlement	Gokak.
1618 to 1621	Sind Officers.	
1622	The Manager, Yeravda Prison Press	Yeravda.
1623	(Sind Officers)	
1624	The Marriage Registrar	Bombay.
1625	The Ex Officio, Vendor Stamp Department ..	Pimpalgaon.
1626	(blank)	
1627	The Secretary to the Legislative Council of H.E. the Governor.	Bombay.
1628	The Marriage Registrar	Ahmednagar.
1629	(blank)	
1630	The Manager, Presidency Construction	Pimpalgaon.
1631	The Secretary, Physical Training Committee ..	Poona.
1632	The Assistant Reforms Officer	Bombay.
1633	The Registrar General of Births, Deaths and Marriages.	Poona.
1634	The Commissioner of Office Organization ..	Do.
1635	The Assistant Registrar, Co-operative Societies and Rural Development Officer.	Belgaum.
1636	The Auditor, Co-operative Societies	Haveri.
1637	The Secretary, Bombay Strike Enquiry Committee.	Bombay.
1638	The Chairman, Primary and Secondary Education ..	Do.
1639	The Commissioner for Workmens' Compensation ..	Do.
1640	(blank)	
1641	The Secretary, Riot Enquiry Committee ..	Do.
1642	The Secretary, Court of Enquiry	Do.
1643	The Personal Assistant to Honourable Minister, Agricultural Department.	Do.
1644	(blank)	
1645	The Registrar, Bombay Medical Council	Do. (chargeable)
1646	The Managing Editor, Gujarat Patrika	Ahmedabad.
1647	The Manager, Settlement	Jalgaon.
1648	The Secretary, Reorganization Committee ..	Poona.
1649	The Veterinary Investigation Officer, Bombay Province.	Parel.
1650	The Secretary, Permanent Committee for Departmental Examinations.	Poona.
1651	(Sind Officer)	
1652	Do.	
1653	The Secretary, Licensing Board, Electrical Department, P. W. D.	Bombay.
1654	The Deputy Assistant Consulting Surveyor to Government.	Do.
1655	The Personal Assistant to the Honourable the Finance Minister.	Do.
1656	The Secretary, Bombay-Sind Public Service Commission.	Do.
1657	The Government Inspector of Weights and Measures Kolaba District.	Mumbra (Kolaba).

BUDGET HEAD—"Miscellaneous"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
1658	The Government Inspector of Weights and Measures, Kaira District Sub-Division.	Anand (Kaira).
1659	Do. do. Satara City ..	Satara.
1660	Do. do. Poona District ..	Poona.
1661	Do. do. Poona City ..	Do.
1662	Do. do.	Belgaum City.
1663	Do. do. Panch Mahals ..	Godhra.
1664	Do. do. East Khandesh ..	Jalgaon City
1665	Do. do. West Khandesh ..	Dhulia City.
1666	Do. do.	Ahmedabad District.
1667	Do. do. Dharwar District Hubli.	
1668	Do. do. ..	Bandra City.
1669	Do. do. ..	Bombay City.
1670	Do. do. ..	Nasik City.
1671	Do. do. ..	Sholapur City.
1672	Do. do.	Ahmedabad City.
1673	Do. do. Satara District ..	Satara.
1674	Do. do. Surat District ..	Surat.
1675	Do. do. Ahmednagar District ..	Ahmednagar.
1676	Do. do. N. Kanara District ..	Karwar.
1677	Do. do. Belgaum District ..	Belgaum.
1678	Do. do. Thana City ..	Thana.
1679	Do. do. B. S. District ..	Andheri.
1680	Do. do. W. K. District ..	Dhulia.
1681	Do. do. Dharwar City ..	Hubli.
1682	Do. do. Broach City ..	Broach.
1683	Do. do. E. K. District ..	Jalgaon.
1684	Do. do. Nasik District ..	Nasik Road.
1685	Do. do. Thana District ..	Thana.
1686	Do. do. Bijapur District ..	Bagalkot.
1687	Do. do. Kaira District ..	Nadiad.
1688	Do. do. Ahmednagar City ..	Ahmednagar.
1689	The Senior Inspector of Weights and Measures ..	Bombay.
1690	The Government Inspector of Weights and Measures	Karwar. (N. Kanara)
1691	Do. do. Ratnagiri District ..	Ratnagiri.
1692	Do. do. Surat City ..	Surat.
1693	Do. do. Alibag City ..	Alibag.
1694	Do. do. Sholapur District ..	Sholapur.
1695	Do. do.	Bijapur City.
1696	(*see* No. 1669)	
1697	(*see* No. 1571)	
1698	The Government Inspector, Weights and Measures	Ahmedabad City.
1699	Do. do. do.	Poona.
1700	The Warden of Weights and Measures	Bombay or Poona.
1701	The Personal Assistant to the Honourable Minister, Health and Excise.	Bombay or Poona.
1702	The Personal Assistant to the Honourable Minister, Home Department.	Do.
1703	The Personal Assistant to the Honourable Prime Minister.	Do.
1704	The Personal Assistant to the Honourable Minister, Home and Legal Department.	Do.
1705	The Secretary, the Textile Labour Enquiry Committee.	Bombay.
1706	The Registrar of Firms	Do.
1707	The Head Quarter Assistant, Central Record Office ..	Ahmedabad.
1708	The Assistant Secretary, Bombay Economic and Industrial Survey Committee.	Bombay.

BUDGET HEAD—"Miscellaneous"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
1709	The Personal Assistant to the Honourable Minister, Public Works Department.	Bombay.
1710	The Secretary, Rent Enquiry Committee ..	Do.
1711	The Government Inspector of Weights and Measures.	Broach District.
1712	The Secretary to Committee to Examine Affairs of Local Bodies with Moffusal C/o Local Self Government Institute.	Bombay.
1713	The Labour Welfare Officer	Do.
1714	The Assistant Registrar, Co-operative Training and Education.	Poona.
1715	The Personal Assistant to the Honourable Commissioner, Amenities to Industrial Labour.	Bombay.
1716	The Officer In-charge Prohibition Propaganda Board, Secretariat.	Do.
1717	The Government Inspector of Weights and Measures	Amalner.
1718	Do. do. Surat District	Bulsar.
1719	Do. do.	Bhusawal.
1720	Do. do.	Hubli.
1721	Do. do.	Ratnagiri.
1722	The Assistant Registrar, Co-operative Societies and Rural Development Officer.	Satara.
1723	Do. do. do.	Sholapur.
1724	The Chief Marketing Officer	Bombay.
1725	The Sub-Auditor, Co-operative Societies ..	Palghar.
1726	The Special Auditor, Co-operative Societies, C. D. ..	Poona.
1727	The Secretary, Industrial Court.	Bombay.
1728	The Rural Development Inspector	Badlapur.
1729	Do. do. Nasik Sub-Dn. ..	Nasik.
1730	Do. do.	Bassein.
1731	The Assistant Registrar, Co-operative Societies and Rural Development Officer, Surat Division.	Surat.
1732	The Rural Development Inspector	Mehmedabad.
1733	The Special Officer for Bhil Uplift, West Khandesh ..	Dhulia.
1734	The Assistant Registrar, Co-operative Societies and Rural Development Officer.	Jalgaon.
1735	The Rural Development Inspector	Nagar and Shrigonda.
1736	(Closed)	
1737	The Employment Officer	Bombay.
1738	The Assistant Registrar, Co-operative Societies and Rural Development Officer.	Ahmedabad.
1739	The Rural Development Inspector	Yeola.
1740	The Collector of Salt Revenue	Bombay (chargeable).
1741	The Labour Officer	Ahmedabad.
1742	The Superintendent, Government Industrial Training Workshop.	Do.
1743	The Rural Development Inspector, Northern Division.	Ratnagiri.
1744	Do. do. Southern Division.	Islampur.
1745	Do. do. Gadag (Dharwar)	Gadag.
1746	The Labour Officer	Sholapur.
1747	The Controller of Prices	Bombay.
1748	The Sub-Auditor, Co-operative Societies	Pandharpur.
1749	The Secretary, Prohibition Research Advisory Board	Ahmedabad.
1750	The Secretary, Provincial Transport Authority ..	Bombay.
1751	The Executive Officer, Gujarat Regional Transport Authority.	Ahmedabad.
1752	The Executive Officer, Kan. Regional Transport Authority.	Belgaum.
1753	The Rural Development Inspector	Karad.
1754	The Regional Transport Officer, S. D. R.	Poona.

BUDGET HEAD—"Miscellaneous"—*contd.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
1755	The Assistant Registrar, for Land Mortgage Banks, Bomyay Province.	Bombay (see 1937).
1756	The Regional Transport Officer	Nasik.
1757	The Non-official Member, Bombay Revenue Tribunal.	Surat.
1758	The Rural Development Inspector	Malegaon.
1759	The Registrar, Board of Indian system of Medicine ..	Bombay.
1760	The Special Auditor, Co-operative Societies ..	Ahmedabad.
1761	The Executive Officer, Regional Transport Authority	Bombay.
1762	The Senior Inspector of Factories	Ahmedabad.
1763	The Personal Assistant to the Adviser III ..	Poona.
1764	The Commandant, Bombay Body Guard ..	Bombay.
1765	The Labour Officer, Bombay 65, Clerk Road, Jacob Circle.	Do.
1766	The Settlement Officer, Central Division	Nasik.
1767	Do. Southern Division ..	Camp Siddapur (Dharwar).
1768	The Government Inspector of Weights and Measures, Haveri Division.	Haveri.
1769	The Government Inspector of Weights and Measures, Ratnagiri District, Southern Division.	Malvan.
1770	The Government Inspector of Weights and Measures, Gokak Division, Belgaum District.	Belgaum.
1771	The Government Inspector of Weights and Measures, Nandurbar Division, West Khandesh.	Nandurbar.
1772	The Government Inspector of Weights and Measures, Dhandhuka Division, Ahmedabad District.	(Ahmedabad) Dhandhuka.
1773	The Government Inspector of Weights and Measures, Viramgam Division, Ahmedabad District.	Viramgam.
1774	The Government Inspector of Weights and Measures, Malegaon Division.	Malegaon.
1775	The Government Inspector of Weights and Measures, E. D., Satara District.	Karad.
1776	The Government Inspector of Weights and Measures, Pandharpur Division, Sholapur District.	Pandharpur.
1777	The Government Inspector of Weights and Measures, Barsi Division, Sholapur District.	Barsi.
1778	The Government Inspector of Weights and Measures, Sangamner Division, Ahmednagar District.	Sangamner.
1779	The Government Inspector of Weights and Measures, Surat City Division II.	Surat.
1780	The Government Inspector of Weights and Measures, Athni Division, Belgaum District.	Athni.
1781	The Government Inspector of Weights and Measures, Gadag Division, Dharwar District.	Gadag.
1782	The Marketing Inspector	Belgaum.
1783	The Labour Officer	Jalgaon.
1784	The Personal Assistant to Adviser (Finance) ..	Poona.
1785	The Collector and Chairman, District Rural Development Board.	Ratnagiri.
1786	Do. do. do. ..	Belgaum.
1787	The Auditor, Co-operative Societies	Sholapur.
1788	The Assistant Examiner, Local Fund Accounts ..	Bombay.
1789	The Collector and Chairman, District Rural Development Board.	Kaira.
1790	The Special Auditor, Co-operative Societies, S. D. ..	Dharwar.
1791	The Collector and Chairman, District Rural Development Board.	Broach.
1792	Do. do. do. ..	Poona.
1793	Do. do. do. ..	Thana.

BUDGET HEAD—"Miscellaneous"—*concld.*

Indent Register No.	Designation.	Destination.
	Southern Division—contd.	
1794	The Additional Special Auditor, Co-operative Societies.	Bombay.
1795	The Collector and Chairman, District Rural Development Board.	Ahmedabad.
1796	The Non-official Member, Bombay Revenue Tribunal	Bombay.
1797	The Collector and Chairman, District Rural Development Board.	Bijapur.
1798	Do. do. do.	Satara.
1799	Do. do. do. ..	Dharwar.
1800	Do. do. do. B. S. D. ..	Andheri.

(Please see Indent Register Nos. 2251 to 2300 under this Budget Head).

BUDGET HEAD—"7, Land Revenue"—continued (from page 492).

Indent Register No.	Designation.	Destination.
	Land Revenue Department—contd.	
1801	(Sind Officer).	
1802	The District Deputy Collector, Ankelshwar Sub-Division.	Broach.
1803	(Closed).	
1804	The Huzur Record Keeper ..	.. Nasik.
1805	(Closed).	
1806	The City Survey Officer ..	.. Anand.
1807	The District Deputy Collector, B. S. D. ..	.. Bombay.
1808	(Sind Officer).	
1809 to 1816	(Are Sind Officers).	
1817	The Forest Mahalkari ..	.. Saiwan.
1818	Do. ..	.. Sawa.
1819	Do. ..	.. Bapgaon.
1820	The Assistant Collector I/c Taluka ..	.. Jaoli.
1821	(Blank).	
1822	The Assistant Collector, Forest Mahal ..	.. North Thana.
1823	The Treasury Officer & Huzur Mamlatdar I/c Stamps	Ahmedabad.
1824	The Special Land Acquisition Officer, Nira Right Bank.	Malsiras.
1825	(Sind Officer).	
1826	The Special Officer, Kaira ..	.. Kaira.
1827	The Additional Special Land Acquisition Officer	.. Ahmedabad.
1828	The Maintenance City Surveyor ..	.. Hubli.
1829	The City Survey Officer ..	.. Gadag.
1830	The Special Land Acquisition Officer ..	.. Godhra.
1831	(Amalgamated with 373).	
1832	The Survey and Settlement Woodland Officer	.. Thana.
1833	(Sind Officer). ..	.. ....
1834	The Settlement Officer ..	.. Thana.
1835	The Manager, Development Department Chawls	.. Bombay.
1836	The Settlement Officer, Central Division ..	.. Sholapur.
1837	The City Survey Officer ..	.. Dohad.
1838	Do. ..	.. Poona City.
1839	(Sind Officer).	
1840	The Forest Settlement Officer ..	.. Karwar.

BUDGET HEAD—" 7 Land Revenue "—*contd.*

Indent Register No.	Designation.	Destination.
	Land Revenue Department—contd.	
1841	(Sind Officer).	
1842	The Special Land Acquisition Officer ..	.. Kalyan.
1843	The City Survey Officer ..	.. Hansot.
1844	(Sind Officer).	
1845	The Special Mahalkari for recoveries of Co-operative Societies due from W. K.	Dhulia.
1846	The Special Recovery Officer, E. K. ..	.. Jalgaon.
1847	The Special Recovery Officer, Panch Mahals	.. Godhra.
1848	The Mamlatdar and Land Acquisition Officer	.. Malsiras.
1849	The City Officer ..	.. Anakleshwar.
1850	Do.	.. Dhulia.
1851	(Sind Officer).	
1852	The Assistant Collector and Additional District Magistrate, Panch Mahals.	Godhra.
1853	(See No. 373).	
1854	The City Survey Officer ..	.. Jambusar.
1855	The Special Land Acquisition Officer, Relief Road Scheme.	Ahmedabad.
1856	The Special Recovery Officer ..	.. Satara.
1857	Do. Ahmedabad District	.. Ahmedabad.
1858	Do. ..	.. Modasa.
1859	(See No. 1840)	
1860	The Special Recovery Officer ..	.. Newasa.
1861	The President, Bombay Revenue Tribunal	.. Poona.
1862	The Sub-Divisional Magistrate ..	.. Surat City.
1863	The Special Recovery Officer ..	.. Bagalkot.
1864	Do. C. S., Kaira	.. Nadiad.
1865	Do. Broach District	.. Broach.
1866	Do. ..	.. Ahmedabad.
1867	(Sind Officer).	
1868	The City Deputy Collector ..	.. Ahmedabad.
1869	The Additional District Magistrate, B. S. D.	.. Bandra.
1870	The Special Recovery Officer, W. D., E. K.	.. Amalner.
1871	The City Survey Officer ..	.. Sholapur.
1872	The District Deputy Collector, S. P. ..	.. Surat.
1873	(See No. 1893).	
1874	The Extra Aval Karkun ..	.. Amod.
1875	The Supernumerary Assistant Collector, Broach and Panch Mahals.	Broach.
1876	The Special Land Acquisition Officer for Bombay City and B. S. District and Kharadi Acquisitions.	Bombay.
1877	The City Survey Officer ..	.. Kaira.
1878	Do.	.. Surat.
1879	Do.	.. Broach.
1880	Do.	.. Prantij.
1881	Do.	.. Anand.
1882	Do.	.. Bassein.
1883	The Extra Aval Karkun	.. Hansot.
1884	The District Deputy Collector, S. D., E. K.	.. Jalgaon.
1885	The City Survey Officer	.. Kapadwanj.
1886	The Special Enquiry Officer	.. Ahmedabad.
1887	The City Survey Officer	.. Viramgaum.
1888	The Special Mahalkari, R. V., S. D. ..	.. Bail-Hongal.
1889	The Special Recovery Officer	.. Malegaon
1890	Do.	.. Haveri.
1891	The City Survey Officer	.. Malegaon.
1892	The Special Recovery Officer, Nasik Distt.	.. Nasik.
1893	Do. do. S. D.	.. Pachora.
1894	The Additional Special Recovery Officer, W. K., Nandurbar.	Nandurbar.

BUDGET HEAD—" 7, Land Revenue "—*concld.*

Indent Register No.	Designation	Destination
	Land Revenue Department—contd.	
1895	The Additional District Magistrate ..	.. Thana.
1896	The Special Recovery Officer (abolished)	.. Wagra.
1897	The Prant Officer	.. Nawapur.
1898	The Special Recovery Officer	.. Thana.
1899	The Special Land Acquisition Officer ..	.. Ahmednager.
1900	The Special Recovery Officer ..	.. Jambusar.

BUDGET HEAD—" 40, Agriculture "—
(continued from page 505).

Indent Register No.	Designation	Destination
	Agricultural Department—contd.	
1901	(Sind Officer).	
1902	The District Agricultural Overseer ..	.. Yeola (Nasik).
1903	(Sind Officer).	
1904	The District Agricultural Overseer ..	.. Ahmednagar.
1905	The Professor of Agricultural Engineering, Physics and Mathematics, Agricultural College.	Poona.
1906	The Professor of Entomology ..	.. Do.
1907	(Sind Officer).	
1908	The Inspector of Agriculture	.. Kalyan.
1909	(Sind Officer).	
1910	(Do.).	
1911	The Principal, Veterinary College ..	.. Bombay.
1912	The Inspector of Agricultural Schools, B. P.	.. Poona.
1913	The Head Master, Agricultural Vernacular School	.. Dhulia.
1914	The Head Master, S. M. K. Agricultural School	.. Devi-Hosur (Dharwar).
1915 to 1919	(Are Sind Officers).	
1920	The Chief Investigator, Dry Farming Research Scheme.	Sholapur.
1921	The Assistant Registrar for Land Mortgage Banks	.. Poona.
1922 to 1927	(Are Sind Officers).	
1928	The Special Assistant Registrar, Co-operative Training.	Do.
1929	The Superintendent, Rural Assistant Training Centre.	Broach.
1930	The District Agricultural Overseer ..	.. Bassein.
1931	The Inspector of Agriculture	.. Badlapur (Thana).
1932	The Tobacco Breeder	.. Nipani (Belgaum).
1933	The Rural Development Inspector ..	.. Jalgaon.
1934	The Superintendent, Mohol Farm ..	.. Mohol.
1935	The Forestry Instructor, College of Agriculture	.. Poona.
1936	The Assistant Registrar, Co-operative Training and Education.	Do.
1937	The Assistant Registrar for Land Mortgage Banks, B. P.	Bombay.
1938	The Rural Development Inspector (See No. 1584)	.. Nadiad.
1939	The Rural Development Inspector I/c Bunding Works, Ahmedabad Division.	Dohad.
1940	The Rural Development Inspector ..	.. Panwel.
1941	Do. ..	.. Alibag.
1942	Do. ..	.. Bhusawal.
1943	The Superintendent, Bhadgaon Farm ..	.. Bhadgaon Farm.

BUDGET HEAD—"40, Agriculture"—*contd.*

Indent Register No.	Designation	Destination
	Agricultural Department—contd.	
1944	The Rural Development Inspector, Bombay Suburban District.	Thana and Thana.
1945	The Superintendent, Rural Assistants Training Centre.	Dhulia.
1946	The District Agricultural Officer ..	.. Sholapur.
1947	Do. ..	.. Jalgaon.
1948	The District Co-operative Officer ..	.. Satara.
1949	The Agricultural Officer, W. K. ..	.. Dhulia.
1950	The Superintendent, Rural Assistants' Training Centre.	Devi-Hosur.

(Please see Indent Register Nos. 2127 to 2199 under this Budget Head)

BUDGET HEAD—"8, Excise"—(continued from page 507).

Indent Register No.	Designation	Destination
	Excise Department (Custom, Salt and Opium)—contd.	
1951	The Excise Inspector, Ganja Warehouse ..	.. Ahmednagar.
1952	The Excise Sub-Inspector	.. Masurar.
1953 to 1999	(Blank Nos.)	

BUDGET HEAD—"27, Administration of Justice"—(continued from page 497).

Indent Register No.	Designation	Destination
	Judicial Department—contd.	
2000	The Special Magistrate	.. Poona.
2001	The Chairman, Bench of Magistrates, F. C.	.. Hubli.
2002	(Sind Officer).	
2003	The I Class Magistrate	.. Kapadvanj.
2004	(Sind Officer).	
2005	The Resident Magistrate	.. Hubli.
2006	The Honorary Magistrate, S. C. ..	.. Nipani.
2007	(*See* No. 152).	
2008	(Blank).	
2009	(Sind Officer).	
2010	The Honorary Special Magistrate ..	.. Bhusawal.
2011	The Magistrate, II Class	.. Chachadi.
2012	The Village Munsiff, E. K.	.. Faizpur.
2013	(Abolished).	
2014	The Special Magistrate, S. C. ..	.. Deolali Camp.
2015	The Chairman, Honorary Bench Magistrate, II Class.	Surat.
2016	The Honorary Magistrate, F. C. ..	.. Satara.
2017	The Special Magistrate	.. Saykheda (Nasik).
2018	(Sind Officer).	
2019	The Joint Sub-Judge	.. Umreth.
2020	The Second Class Magistrate	.. Surat.
2021	(Sind Officer).	
2022	The Official Assignee	.. Bombay.
2023	The Honorary Magistrate, S. C. ..	.. Bagalkot.

BUDGET HEAD—"27, Administration of Justice"—*contd.*

Indent Register No.	Designation	Destination
	Judicial Department—contd.	
2024	The Honorary Bench of Magistrates, II Class	Bhusawal.
2025	The Resident I Class Magistrate	Godhra.
2026	The Honorary Magistrate, I Class	Bhusawal.
2027	Do. do. do.	Broach.
2028	(Sind Officer).	
2029	Do.	
2030	The Honorary Bench Magistrate	Bandra.
2031	The Special I Class Magistrate	Nadiad.
2032	The Honorary Special Magistrate, III Class	Bodwad
2033	The Extra Aval Karkun and III Class Magistrate	Hansot.
2034	(Sind Officer).	
2035	The Chairman, Bench Magistrates, II Class	Karad.
2036	The Honorary Magistrate	Vantmuri (Belgaum).
2037	The Sub-Divisional Magistrate, I Class	Belgaum City.
2038	The Special Honorary Magistrate, III Class	Nasirabad (E. K.).
2039	The Honorary II Class Magistrate	Eral (via Baroda).
2040	The Honorary Magistrate, III Class	Bhiwandi.
2041	Do. do. II Class	Dhulia.
2042	Do. do. do.	Gadag (Dharwar).
2043	The Sub-Divisional Magistrate	Bandra.
2044	The Additional District Magistrate (B. S. District)	Do. (*see* No. 1869).
2045	The Extra Aval Karkun and II Class Magistrate	Amod (*see* No. 1874).
2046	The Honorary Magistrate, I Class	Bhiwandi.
2047	(*See* No. 228).	
2048	The Honorary Magistrate, III Class	Chinchni (Thana).
2049	The Fourth Joint Sub-Judge	Ahmedabad.
2050	The Sub-Divisional Magistrate	Surat.
2051	The Honorary Magistrate, III Class	Ranibennur (Dharwar).
2052	Do. II Class	Dhulia.
2053	Do. I Class	Barsi.
2054	The Resident Magistrate, I Class	Bandra.
2055	The Honorary Magistrate, III Class	Pandharpur.
2056	Do. do.	Raver.
2057	The Honorary Special Magistrate, III Class	Pachora.
2058	The Public Prosecutor for Bombay	Bombay.
2059	The Extra Additional City Magistrate	Ahmedabad.
2060	The Honorary Magistrate, III Class	Bhusawal.
2061	Do. do.	Kalyan.
2062	The Honorary Special Magistrate, III Class	Thana.
2063	The Honorary Magistrate, II Class	Nasirabad (E. K.).
2064	The Honorary Special Magistrate, II Class	Bodwad (E. K.).
2065	The Resident I Class Magistrate	Dascroi (Ahmedabad).
2066	The Additional District Magistrate, Broach and Panch Mahals.	Camp Limdi.
2067	The Honorary Magistrate, II Class	Ahmednagar.
2068	Do. I Class	Raver.
2069	Do. II Class	Jalgaon.
2070	Do. I Class	Palghar.
2071	The Insolvency Registrar, High Court	Bombay.
2072	The Extra Assistant Judge	Ahmedabad.
2073	The Second Joint Sub-Judge	Do.
2074	The Magistrate, I Class	Akalkuwa.
2075	Do.	Murbad.
2076	The Railway Honorary Magistrate, I Class	Hubli.
2077	The Magistrate, I Class	Shahada.
2078	The Honorary II Class Magistrate	Dohad.

BUDGET HEAD—"27, Administration of Justice"—*concld.*

Indent Register No.	Designation	Destination
	Judicial Department—contd.	
2079	The Resident Magistrate, I Class ..	.. Nandurbar.
2080	The Additional District Magistrate ..	.. Dharwar.
2081	The Third Additional City I Class Magistrate	.. Ahmedabad.
2082	The Second Additional City Magistrate ..	.. Do.
2083	The Resident Magistrate, I Class ..	.. Rahuri.
2084	Do. ..	.. Baramati.
2085	The Special Magistrate, I Class ..	.. Bijapur.
2086	The Resident Magistrate, I Class ..	.. Dohad.
2087	Do. ..	.. Palghar.
2088	Do. ..	.. Hukeri.
2089	Do. ..	.. Bailhongal.
2090	Do. Dholka ..	.. Dhandhuka.
2091	Do. I Class ..	.. Anand.
2092	Do. ..	.. Jambusar.
2093	The District Government Pleader, Thana and B. S. D.	Thana.
2094 to 2100	(Blank Nos.)	

BUDGET HEAD—"50, Civil Works"
(continued from page 501).

Indent Register No.	Designation	Destination
	Public Works Department—contd.	
2101	The Assistant Engineer in charge Minor Tank Sub-Division.	Yavat (Poona).
2102	The Executive Engineer on Special Duty, Minor Irrigation Works, N. C.	Ahmedabad.
2103 to 2126	(Blank Nos.)	
2107	The Inspector of Lifts, Public Works Department ..	Bombay.

BUDGET HEAD—"40, Agriculture"
(continued from page 505).

Indent Register No.	Designation	Destination
	Agricultural Department—contd.	
2127	The Superintendent, Rural Assistants Training Centre.	Manjri.
2128	The Agricultural Officer	.. Poona.
2129	Do.	.. Ahmednagar.
2130	The Assistant Plant Pathologist, Koleroga Investigation.	Sirsi.
2131	The District Co-operative Officer	.. Poona.
2132	The District Agricultural Officer	.. Dharwar.
2133	Do.	.. Nasik.
2134	The Senior Surveyor	.. Bijapur.
2135	The Agricultural Officer	.. Belgaum.
2136	Do.	.. Ratnagiri.
2137	The District Agricultural Officer	.. Karwar.
2138	Do.	.. Alibag.
2139	The Embankment Officer	.. Dharwar.

BUDGET HEAD—"40, Agriculture"

Indent Register No.	Designation	Destination
	Agricultural Department—contd.	
2140	The District Agricultural Officer ..	.. Bijapur.
2141	The Bunding Supervisor, B. P. ..	.. Poona.
2142	The Rural Development Inspector, Karwar Division	.. Karwar.
2143	The Agricultural Officer	.. Ahmedabad.
2144	The District Co-operative Officer ..	.. Ratnagiri.
2145 to 2199	(Blank Nos.)	

BUDGET HEAD—"28, Jails and Convict Settlements"
(continued from page 503).

Indent Register No.	Designation	Destination
	Jail Department—contd.	
2200	The Manager, Industrial Settlement ..	.. Mundhwa.
2201	The Settlement Inspector	.. Barsi.
2202	(Sind Officer).	
2203	(*See* No. 105).	
2204	The Superintendent of Sub-Jail ..	.. Kaira.
2205	The Superintendent, Free Colony ..	.. Barsi.
2206	Do.	.. Undirga (Ahmednagar).
2207	The Superintendent, Sub-Jail ..	.. Broach.
2208	The Backward Class Officer, B. P. ..	.. Poona.
2209	The Manager, Presidency Construction Settlement	.. Hotgi.
2210	The Manager, Industrial Settlement ..	.. Sholapur.
2211	The Manager, Belgaum Settlement ..	.. Belgaum.
2212	The Superintendent, Sub-Jail ..	.. Hubli.
2213	The Special Officer for protection of Katkars, Thema and Kolaba District.	Thana.
2214	The Superintendent, Sub-Jail ..	.. Bandra.
2215	Do.	.. Nadiad.
2216 to 2250	(Blank Nos.)	

BUDGET HEAD—"Miscellaneous"
(continued from page 519).

Indent Register No.	Designation	Destination
	Miscellaneous Department—contd.	
2251	The Collector and Chairman, District Rural Development Board.	Nasik.
2252	The Debt Adjustment Board	.. Khed (Poona).
2253	Do.	.. Navalgund.
2254	Do.	.. Pandharpur.
2255 to 2300	(Blank Nos.)	

APPENDIX XIV.

List of officers indenting on Government presses of the Province of Bombay, corrected to 31st March 1940.

(1) PROVINCIAL GOVERNMENT.

Ca. 7.—Land Revenue—

City Survey Officers.
Collectors.
District Inspectors of Land Records.
District Deputy Collectors.
Land Acquisition Officers.
Mahalkaries.
Mamlatdars.
Manager, Government Photozinco Office, Poona.
Prant Officer.
Settlement Officers.
Superintendents of Land Records.
Survey and Settlement Officer, Woodlands, Thana.

D. 8.—Provincial Excise—

Chief Account Officer, Excise, Bombay.
Chief Supervisor, Prohibition Department, Ahmedabad.
Commissioner of Excise, Bombay.
Excise Inspectors.
Inspector of Ware-houses.
Officer in charge Excise Intelligence Bureau, Bombay (Excise Supplement to *Bombay Government Gazette*).
Superintendents of Excise.

Da. 9.—Stamps—

Superintendent and Assists

E. 10.—Forests—

Chief Conservator of Forests, Province of Bombay, Poona.
Conservator of Forests, N., C. and S. Circles.
Divisional Forest Officers.
Forest Engineers of Circles.
Gurcharan Officer, Thana.

Ea. 11.—Registration—

District Registrars.
Inspector General of Registration, Province of Bombay, Poona.
Inspectors of Registration.
Registrar General of Births, Deaths and Marriages, Poona.
Sub-Registrars.
Supervisor, Government Photo Registry Office, Poona.

Eb. 12.—Charges on account of Motor Vehicles Taxation Acts—

Commissioner of Police, Bombay.
District Superintendents of Police.
Provincial Transport Officer, Bombay.

Eba. 64.—Extraordinary Charges—

Petrol Rationing work—
Secretary, Regional Transport Office, Bombay.

Ec. 13.—Other Taxes and Duties—

Commissioner of Excise.
Superintendent of Excise in charge Tobacco Department.

F. 18.—Other Revenue Expenditures Financed from Ordinary Revenues—

Executive Engineers.
Public Works Department, Secretariat, Bombay.
Superintending Engineer, Deccan Irrigation Circle, Poona.

G. 22.—Interest on Debt and Other Obligations—

H. 25.—General Administration—

Commissioners of Divisions.
Director of Land Records, Poona.
Director of Information, Secretariat, Bombay.
Examiner, Local Fund Accounts, Bombay.
Huzur Mamlatdars.
Military Secretary to H. E. the Governor of Bombay.
Oriental Translator to Government, Bombay.
Parliamentary Secretaries to Honourable Ministers.
Personal Assistants to the Honourable Ministers.
Remembrancer of Legal Affairs, Bombay.
Secretary and Assistant Secretary to the Governor of Bombay.
Secretariat Departments (except P. W. D.).
Solicitor to the Government of Bombay, Legal Department, Bombay.
Treasury Officers.
Controller of Grain Shops.

Ha. 25.—General Administration—

Secretary, Bombay-Sind Public Service Commission, Bombay.

Hb. 25.—General Administration—

Secretary to the Bombay Legislative Assembly.
Secretary to the Bombay Legislative Council.

Hc. 25.—General Administration—

(For work of election of Bombay Legislative Assembly and Bombay Legislative Council.)

Hd. 25.—General Administration—

(For work of election of the Central Legislatures.)

J. 27.—Administration of Justice—

Advocate General, High Court, Bombay.
Administrator-General, High Court, Bombay.
Chairman, Bench of Magistrates.
Chief Justice and Judges, High Court, Bombay.
Chief Presidency Magistrate, Bombay.
Chief Translator and Interpreter, High Court, Bombay.
Clerk of the Crown, High Court, Bombay.
Commissioner for Taking Accounts and Taxing Master, High Court, Bombay.
Coroner of Bombay, Byculla.
District and Sessions Judges.
Editor, Indian Law Report, High Court, Bombay.
Government Pleaders and Public Prosecutors.
Honorary Magistrates.
Judges, Courts of Small Causes, Bombay, Poona and Ahmedabad.
Magistrates and City Magistrates.
Master in Equity, High Court, Bombay.
Official Assignee, High Court, Bombay.
Prothonotary and Senior Master, Original Side, High Court, Bombay.
Registrar, Appellate Side, High Court, Bombay.
Sheriff of Bombay.
Sub-Judges.

Ja. 27.—Administration of Justice—

(For I. L. Reports only.)

Jb. 27.—Administration of Justice—

(For Court Receiver and Liquidator, High Court, Bombay.)

Jc. 28.—Jails and Convict Settlements—

Backward Class Officer, Province of Bombay, Poona.
Governor, Borstal School, Dharwar.
Inspector General of Prisons, Province of Bombay, Poona.
Managers, Industrial or Criminal Tribes Settlements.
Settlement Inspectors.
Superintendent, Free Colony, Undirgaon.
Superintendent, H. M.'s House of Correction, Bombay.

K. 29.—Police—

Commissioner of Police, Bombay.
Deputy Commissioner of Police, Bombay.
Deputy Inspector General of Police, C.I.D., Province of Bombay, Poona.
Deputy Inspector General of Police, Southern and Northern Ranges.
District Superintendents of Police.
Inspector General of Police, Province of Bombay, Poona.
Police Surgeon, Bombay.
Principal, Police Training School, Nasik.
Superintendents of Railway Police, B.B. & C.I. Railway and G.I.P. and M. & S.M. Railways.

Ka. 30.—Ports and Pilotage—Inland Navigation—

Principal Officer, Mercantile Marine Department, Bombay District, 10, Nasik Road, Ballard Estate, Bombay.

L. 26.—Scientific Departments—

Secretary, Library Committee.

Na. 37.—Education—

Administrative Officers, School Boards.
Chairman, Board of Physical Education, Kaivalyadham, Bombay.
Chairman, Provincial Board of Adult Education, Poona.
Chairman Vernacular final Examination Committee.
Deputy Educational Inspector for Visual Instruction, Bombay.
Director of Public Instruction, Poona.
Director, Sir J. J. School of Art, Bombay.
Educational Inspectors and Deputy Educational Inspectors.
Head Master, P. R. Training College for Men, Ahmedabad.
Head Masters and Mistresses of Government Primary and Secondary Schools.
Inspector of Drawing and Craft Work, Bombay Presidency, Bombay.
Inspector of European Schools, Province of Bombay, Poona.
Inspectress of Girls' Schools, Bombay and Northern Division.
Lady Superintendent, Training College for Women, Poona.
Principals, Training College for Men, Poona, Dhulia.
Principal, Karnatak College, Dharwar.
Principal, Training Institute of Physical Education, Kandivli.
Principal, Deccan College, Poona.
Principal, Royal Institute of Science, Bombay.
Principal, College of Engineering, Poona.
Principal, Gujarat College, Ahmedabad.
Principal, Elphinstone High School, Bombay.
Principal, Training College for Secondary Teachers, Bombay.
Principal, Sydenham College of Commerce and Economics, Bombay.
Principal, B. T. College, Belgaum.
Principal, Government Law College, Bombay.
Principal, Elphinstone College, Bombay.
Principal, Ismail College, Andheri.

O. 38.—Medical—

Certifying Surgeon, Ahmedabad.
Chemical Analyser to the Government of Bombay, Bombay.
Civil Surgeons.
Medical Officer, in charge Bai Motlibai and D. M. Petit Hospital Bomba
Medical Officer, in charge Gokuldas Tejpal Hospital, Bombay.
Medical Officer, in charge J. J. Hospital, Bombay.
Medical Officer, in charge Ophthalmic Hospital, Bombay.
Medical Officer, in charge P. Cama and Albless Hospital, Bombay.
Medical Officer, in charge St. George's Hospital, Bombay.
Superintendent, in charge Mental Hospitals.
Principal, Grant Medical College, Bombay.
Presidency Surgeon, Bombay.
Superintendent of Medical Schools, Poona and Ahmedabad.
Surgeon-General with the Government of Bombay, Bombay.
Principal, Rambilas Anandilal Podar College, Bombay.

P. 39.—Public Health—

Assistant Consulting Surveyor to Government, in charge Town Planning and Valuation Department, Ahmedabad.
Assistant Consulting Surveyor to Government, Bombay.
Assistant Directors, Public Health.
Consulting Public Health Engineer to Government, Poona.
Consulting Surveyor to the Government of Bombay, Poona.
Director of Public Health for the Government of Bombay, Poona.
Assistant Director, i/c Belgaum Vaccine Institute.
Director, Haffkine Institute, Parel, Bombay.
Assistant Engineer, Poona Water Works, Poona.

Q. 40.—Agriculture—

Agricultural Chemist to Government, Agricultural College, Poona.
Agricultural Engineer to Government, Agricultural College, Poona.
Agricultural Overseers.
Chief Investigator, Dry Farming Researching Scheme, Sholapur.
Cotton Breeders, Dhulia, Dharwar, Surat and Gujarat.
Cotton Supervisor, Jalgaon.
Crop Botanist to Government of Bombay, Karjat.
Deputy Director of Agriculture, Southern Division, Dharwar and Northern Division, Surat.
Director of Agriculture, Province of Bombay, Poona.
Divisional Superintendents of Agriculture, Deccan Canals, Baramati, Northern Division, Ahmedabad.
Economic Botanist to Government, Agricultural College, Poona.
Entomological Assistant, Konkan, Karjat, district Kolaba.
Head Masters, Agricultural Schools, Dhulia, Devi-Hosur.
Horticulturist to Government, Agricultural College, Poona.
Live-Stock Expert to Government, Poona.
Manager, Agricultural College Dairy, Kirkee.
Manager, Northcote Cattle Farm, Charodi, district Ahmedabad:
Managers of Cattle Breeding Farms, Gangawai, post Shirpur, district West Khandesh, Bankapur, district Dharwar.
Plant Breeding Expert to Government, Poona.
Plant Pathologist to Government, Poona.
Principal, Agricultural College, Poona.
Professor of Agriculture, Agricultural College, Poona.
Professor of Agricultural Economics, Agricultural College, Poona.
Professor of Agricultural Engineering, Physics and Mathematics, Agricultural College, Poona.
Professor of Entomology, Poona.
Rice Specialist, Rice Research Station, Karjat, district Kolaba.
Soil Physicist to Government of Bombay, Manjri.
Sugarcane Scientific Assistant, Manjri.
Superintendents, Agricultural Stations, Kumta, district North Kanara, Ratnagriri post Shirgaon, district Ratnagiri, Surat, Dohad.
Superintendent, Ganeshkhind Botanical Gardens, Kirkee.
Superintendent, Government Fruit Experimental Station, Kirkee.
Superintendents, Kopergaon Farm, Baramati Farm, Dharwar Farm, Gokak Farm, Mugad Farm.
Superintendent, Modi Bag, Agricultural College, Poona.
Tobacco Breeders, Nadiad Farm and Nipani.

Qa. 41.—Veterinary—

Director of Veterinary Services, Province of Bombay, Poona.
Principal, Veterinary College, Bombay.
Veterinary Inspectors.
Veterinary Investigation Officer, Parel, Bombay.

Qb. 42.—Co-operative Credit—

Assistant Registrar, Co-operative Training and Education, Poona.
Registrar, Co-operative Societies and Director of Rural Development, Poona.
Special Recovery Officers.

Qc. 43.—Industries—

Committee of Directors for Technical Education for Schools under the control (for the Examination papers only, as per G. R., E. D., No. 1487, dated 23rd March 1933).
Director of Industries, Bombay.
Inspectors of Weights and Measures.
Principal, R. C. Technical Institute, Ahmedabad.

R. 47.—Miscellaneous Departments—

Chief Inspector of Factories, Bombay.
Chief Inspector, Steam Boilers and Smoke Nuisances, Bombay.
Commissioner of Labour, Bombay.
Commissioner under Workmen's Compensation Act, Bombay.
Labour Officer, Jacob Circle, Clerk Road, Bombay.
Secretary, Bombay-Sind Public Service Commission, Bombay.
Superintendent, David Sassoon Reformatory School, Matunga, Bombay.
Superintendent, Industrial School, Yeravda.
Joint Honorary Secretary, Bombay Red Cross and Amenities for Troops Fund.

T. 50.—Civil Works—

Electrical Engineer to Government, P. W. D., Bombay.
Executive Engineers of Divisions.
Executive Engineer, Thana Sanitary and Salsette Water Supply Sub-Division.
Public Works Department, Secretariat, Bombay.
Superintending Engineers of Circles.

Ta. 51.—Bombay Development Scheme—

Manager, Development Department Chawls (Worli), Bombay.

U. 54-A.—Famine Relief—

V. 56.—Stationery and Printing—

Superintendent, Government Printing and Stationery, Bombay.
Manager, Government Central Press, Bombay.
Manager, Yeravda Prison Press, Poona 6.

Va. 57.—Miscellaneous—

Vb. 57.—Miscellaneous—

(For Special Commissions or Committees of Enquiry.)

Vc. 57.—Miscellaneous—

(For Superintendent of Excise, In-charge Tobacco Department only.)

Vca. 57.—Miscellaneous—

(For Air Raid Precautions work.)

W. 80.—Bombay Development Scheme—

(Back Bay Reclamation Scheme.)
Superintending Engineer, Northern Circle.
Executive Engineer, Presidency Division.

Wa. 82.—Other Provincial Works not charged to Revenue—

Y. Chargeable—

The Registrar, Bombay Nurses, Midwives and Health Visitors' Council, Bombay.
The Principal, Wilson College.
The Post Master General, Bombay.
The Secretary, Board of Examiners, Royal Institute of British Architects in India, Bombay.
The Manager, Reserve Bank of India.
The Secretary, Bar Council of the Court of Judicature at Bombay.
The Joint Honorary Secretary, The Institute of Bankers, Bombay.
Assay Master, Bombay.
Collectors (for work of printing voting papers of District Local Board and Taluka Local Board Elections).
The Curator, Prince of Wales' Museum of Western India, Bombay.
Divisional Forest Officer, Dangs, Surat.
Honorary Secretary, Bombay Engineering Congress, Bombay.
Mint Master, Bombay.
Railway Department.
Registrar, Bombay Medical Council, Bombay.
Registrar, University of Bombay.
Secretary, Government Printing, Publication and Stationery Department Co-operative Credit Society, Bombay.
Secretary, Indian Central Cotton Committee, Bombay.
Superintendent, Queen Mary's Technical School, Park Road, Kirkee.
Lord Bishop of Bombay.
Archdeacons.
Registrar of Diocese.
Secretary, Bombay Board of Film Censors, Bombay.
Secretary, College of Physicians and Surgeons of Bombay, Bombay.
Registrar, Board of Indian Systems of Medicine.
Special Officer, War Risks, Bombay.
Officer-in-Charge, Record Office.
Chairman, National Service Labour Tribunal, Bombay.

Ya. Government Commercial undertakings—

Superintendent, Government Central Distillery, Nasik Road.
Works Manager, Government Central Workshop, Dapuri.
Saw Mills of the Forest Department.

(2) CENTRAL GOVERNMENT.

A. 1.—Customs—

Collector of Customs, Bombay.
Secretary, Central Board of Revenue.

B. 4.—Taxes on Income—

Commissioner of Income-tax, Bombay.

Ba. 5.—Salt—

Chief Accounts Officer of Salt Department, Bombay.
Collector of Salt Revenue, Bombay.

Bb. 19.—Commerce Department—Sub-head G—

Import Trade Controller, New Customs House, Bombay.

C. 25.—General Administration—

Export Trade Controller.

I. 26.—Audit—

Accountant General, Bombay.

Kb. 29.—Police—Central—Non-voted—

La. 30.—Ports and Pilotage—

Captain Superintendent, Indian Mercantile Marine Training-Ship (Also chargeable for the work of which cost is to be met from the special grant provided for prizes).
Shipping Master, Bombay.

Lb. 31.—Lighthouses and Lightships—

(For Notices to Mariners received for printing from the Flag Officer Commanding, Royal Indian Navy, Bombay.)

M. 32.—Ecclesiastical—

Senior Presidency Chaplain, Church of Scotland, Bombay. (Work to be done to the extent of Rs. 30 Monetary Annual allotment—as per letter, No. H.Q. 8/37/30, dated 30th October 1930, from the Controller of Printing. All work not specifically sanctioned by Deputy Controller the cost should be recovered in cash or shown against monetary grant of Rs. 30 accordingly as it is indicated by the Chaplain on his requisition, as per letter No. 3972-P, dated 21st July 1936.)

Yb. 33.—Payments to Crown Representatives—(Chargeable)—

Political Agent, Manipur.
Resident for Rajputana.
Hon'ble the Resident for the States in Western India.
Resident for Baroda and the Gujarat States.
Resident for Kolhapur and the Deccan States.
Resident at Jaipur.
Resident, Western Rajputana States.

Yc.—(For Census of 1941)—

35.—External Affairs—

The Commissioner of Police, Bombay.

N. 36.—Scientific Departments—

Director General of Archæology in India, Simla.
Meteorologist.

Pa. 39.—Public Health (Central)—

Ra. 46.—Indian Stores Departments—

Controller of Purchases, Bombay (as per C.O.P. No. 24/23/28, dated 4th September 1929).

Rb. 47.—Miscellaneous Departments—

Registrar of Trade Marks.
Inspector of Explosives.

Rc. 64.—Expenditure connected with War—

Assistant Director General (Cotton Textile).

S. 48.—Currency—

Sa. 50.—Civil Works—

Sb. Officer, In-charge, Government Medical Stores, Byculla, Bombay.

Vd. 56.—Stationery and Printing—

Vda. 57.—Miscellaneous—

X. 58.—Defence Service—Effective, Main Head II Royal Indian Navy—

Controller of Naval Accounts, Bombay.
Naval Store Officer, Bombay.
Flag Officer Commanding, Royal Indian Navy, Bombay.

Xa. 59.—Defence Services—Non-effective—

Z. 63.—Extraordinary Charges—Charges in India—Charges incurred as a direct result of the War—

Following sub-heads are opened to record War Expenditure.

Za. (1) Press Censor (including Press Adviser)—

Zb. (2) Expenditure in connection with interning enemy subjects—

Zc. (3) Other Charges incurred as a direct result of War—

(see Vca.)

Zd. (4) 64-Miscellaneous Expenditure—

Secretary, Film Advisory Board.

APPENDIX XV.

List of Officers who are to be deemed "Heads of Departments" for the purpose of the Bombay Civil Service Rules.

1. The Accountant General, Bombay.
2. The Administrator General, Bombay.
3. The Advocate General, Bombay.
4. The Backward Class Officer, Bombay Province, Poona.
5. The Bishop of Bombay.
6. The Chief Conservator of Forests, B. P., Poona.
7. The Chief Engineer to Government, Bombay.
8. The Chief Judge of the Court of Small Causes, Bombay.
9. The Chief Presidency Magistrate, Bombay.
10. The Collectors.
11. The Commissioners of Divisions.
12. The Commissioner of Excise, Bombay.
13. The Commissioner of Labour and Commissioner for Workmen's Compensation, Bombay.
14. The Commissioner of Police, Bombay.
15. The Conservators of Forests.
16. The Consulting Public Health Engineer to Government.
17. The Consulting Surveyor to Government.
18. The Director of Agriculture, B. P., Poona.
19. The Director of Industries, Bombay.
20. The Director of Public Health, Bombay.
21. The Director of Public Instruction, B. P., Poona.
22. The Director of Veterinary Services, Bombay.
23. The Director, Sir J. J. School of Art, Bombay.
24. The District and Sessions Judges.
25. The Electrical Engineer to Government, Bombay.
26. The Inspector General of Police, B. P., Poona.
27. The Inspector General of Prisons, B. P., Poona.
28. The Inspector General of Registration.
29. The Official Trustee, Bombay.
30. The Registrar of Companies, Bombay.
31. The Registrar of Co-operative Societies, Poona.
32. The Remembrancer of Legal Affairs, Bombay.
33. The Secretary, Bombay Legislative Assembly.
34. The Secretary, Bombay Legislative Council.
35. The Secretaries to Government (All Departments of the Secretariat).
36. The Settlement Commissioner and Director of Land Records, Poona.
37. The Superintendent, Government Printing and Stationery, Bombay.
38. The Superintendent of Stamps, Bombay.
39. The Superintending Engineers of Circles.
40. The Surgeon General with the Government of Bombay.

Other officers whom Government may from time to time declare to be Heads of Departments should be added to this list.

BOMBAY: PRINTED AT THE GOVERNMENT CENTRAL PRESS.